Job Title: Advancement Services Coordinator
Department: Institutional Advancement
Direct Supervisor's Title: Vice President for Institutional Advancement
Grade: N3
FLSA Status: Non-Exempt
Full-time/Part-time: Full-Time
Date Prepared/Revised: 3/1/2019

The Advancement Services Coordinator is a core member of the Institutional Advancement team who focuses on managing essential systems and processes for all areas of the organizational fundraising, grants management and special events while also providing executive level support to the VP of the division.

Essential Functions and Responsibilities
Donations Processing and Donor Database Support:

- Maintain donor database content, ensuring integrity and accuracy of donor data including gifts, contact information, affiliations, tasks, etc.
- Accurately process all incoming contributions and grants, coordinating with finance and advancement staff members to ensure accuracy.
- Provide training and support to other staff on donations processing and troubleshooting as needed.
- Write, prepare and log all acknowledgment letters for gifts made to the organization in a timely manner typically within 48 hours of receipt of gift.
- Create and pull contact reports from donor database for outreach and other purposes.
- Support monthly reconciliation of fundraising activities, budget and track against monthly and yearly goals.
- Run daily gift report and disperse to advancement team.

Fundraising Support:

- Draft and/or copy edit content for donor proposals and other materials as necessary
- Provide logistical and administrative support for donor-facing events, including liaising with external speakers, honorees, and donors in a professional and responsive manner and manage RSVPs for events.
- Enter RMSC confidential contact reports in Altru to reflect donor interactions, event attendance, gift proposals and stewardship contacts.
- Oversee portfolio assignments of donors and track tasks and moves management of donors through the fundraising cycle.
• Manage the RMSC’s gift in kind information including collection of information from
staff and volunteers, acknowledging gifts and ensuring companies and individuals are
recognized as appropriate.
• Run weekly report of gifts and membership renewals and update the Institutional
Advancement goal board.
• Generate lists from Altru for meetings, mailings, invitations and reports.

Administrative Duties:

• Preparation and distribution of meeting agendas and minutes for Advancement team,
Development and Campaign Committee meetings and any other meetings as needed.
• Process expense reports, pledge forms, membership renewals in a timely manner.
• Coordinate and have a continual awareness of the VP and advancement team calendars
in order to promote efficiency and clear communication.
• Provide phone backup and administrative support for President/CEO when Executive
Assistant is unavailable.

Experience Requirements:

• 1-2 years of experience working in a professional setting, nonprofit experience a plus.
• Must have superior attention to detail, exceptional organizational skills and project
management abilities.
• Ability to collaborate effectively and efficiently with teams across the organization.
• High energy, positive attitude and a commitment to working in a fast-paced
environment.
• Ability to shift focus and prioritize tasks as needed.
• Excellent writing, editing, and proofreading skills.
• Strong computer skills and experience with MS Office and donor database software
required; Altru experience preferred.
• Integrity and strong adherence to donor privacy

FUNCTIONAL REQUIREMENTS

Functional Requirements:
Technology, Equipment, Tools: Expert knowledge of Altru or other donor database solutions
and wealth screening tools is essential. Proficient in commonly used internet browsers and
Microsoft products especially Microsoft Word, Excel, and PowerPoint.
Language Skills:
Oral Communication: Speaks clearly and persuasively in positive or negative situations;
particularly good listening techniques and seeks clarification; responds well to questions;
demonstrates group presentation skills; and participates in meetings.
Written Communication: Exceptional persuasive, clear and concise writing ability; edits work
for spelling and grammar; varies writing style to meet needs; presents numerical data
effectively; able to read and interpret written information.
Mathematical Skills: Ability to conceptualize and develop budgets is important for this
position; ability to work with mathematical concepts such as probability and statistical
inference; apply concepts such as fractions, percentages, ratios and proportions to practical
situations and to analyze variances.
**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent. Cannot necessarily change policies, yet has latitude to make decisions within broad, non-specific policies. Has wide latitude to change practices.

**Physical Activity:** While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

**Work Environment:** While performing the duties of this job, the noise level in the work environment is usually quiet.

**APPROVALS**

Department Manager/Director

Date: ___________________

Department Vice President

Date: ___________________

Human Resources

This job description reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.