



Job Title: Advancement Associate

Reports to: Director of Advancement

Job type: Full Time

Job Description:

The Advancement Associate is responsible for all administrative aspects of development and communication activities. The Development Associate plays an important role by providing administrative support to fundraising & communications activities and participating in all fundraising activities including donor relations, marketing and communications, direct mail appeals, and special events. This position will also engage in direct donor identification, cultivation, and solicitation of annual donors in collaboration with the Director of Advancement.

Objectives of this Role:

- Work closely with the Director of Advancement to create monthly fundraising reports and dashboards.
- Oversee donor stewardship and plan implementation in collaboration with the Director of Advancement.
- Coordinate all annual fundraising activities (i.e., productions and mailing of direct mail appeal letters, event planning and implementation)
- Establish and maintain an active portfolio of 50 to 75 annual fund baseline donors for purposes of stewarding and growing higher donor loyalty bringing the baseline donors closer to the organization.
- Work closely with the Director of Advancement to support the planning and implementation of the organization's fundraising and community awareness events in alignment with the Advancement Plan.
- Create, implement, and reiterate essential project templates in Asana task management system for events, communication, volunteer coordination and other responsibilities
- Coordinate and engage the Advancement Committee and Board of Directors in special event plan implementation.
- Work closely with the Director of Advancement to support communication efforts by preparing communications / media materials for distribution.
- Maintain and grow a volunteer base through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations.
- Work closely with all program and department managers to periodically assess needs for volunteer expertise and level of volunteer staffing



- Work closely with all program and department managers to ensure that volunteer positions are sufficiently filled to meet 91 Place needs and volunteers and interns enjoy a positive experience
- Conduct all functions in accordance with 91 Place guidelines, policies, procedures and ethical standards
- Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, and state and federal laws

Daily and Monthly Responsibilities:

Donor Relations

- Manage the organization's database (currently Bloomerang) ensuring accuracy in recording donor gifts and constituent information and processes.
- Process donations and prepare acknowledgement letters and other correspondence.
- Conduct preliminary research on prospective corporate, foundation and individual donors.

Fundraising Events

- Handle all administrative details associated with events and other fundraising activity meetings. (i.e., prepare and distribute notices, agendas, minutes, refreshments etc.).
- Maintain guest lists, gather, and prepare registration materials and other duties as assigned for fundraising events.
- Prospect and procure raffle donations for the annual event.
- Assemble media and donor materials for events and meetings.

Volunteer Program Management

- Maintain volunteer database to track volunteer contact information and stewardship
- Maintain and grow a volunteer base through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations.
- Develop and maintain process to review volunteer applications, check references and interview potential individual volunteers
- Develop and maintain processes to assess interests and skills of volunteers and match with appropriate activities
- Manage comprehensive orientation process for new volunteers that includes



information about volunteering at 91 Place (manual, website) and criteria for involvement based on 91 Place needs

- Serve as liaison between 91 Place and individual volunteers
- Manage organization's volunteer engagement and tracking of volunteer hours
- Provide accurate and timely volunteer data for funder and volunteer-requested reports
- Engage with existing volunteers and provide feedback and guidance when needed
- Plan and execute volunteer appreciation and training activities
- Develop and administer annual volunteer satisfaction survey; compile and report results to CPO

Intern Program Management

- Recruit college and graduate level interns
- Respond to internship requests; assess interests/skills of interns and match with appropriate staff or projects

Other duties as assigned

- Attend collaborative staff meetings, trainings, and other meetings as assigned
- Assist as needed with administrative and operational tasks related to the 91 Place day-to-day operations

Skills and Qualifications:

- Strong understanding of fundraising strategies
- Bachelor's degree in related field preferred.
- Three years of fundraising experience preferred.
- Experience in event planning is preferred.
- Ability to project manage in scenarios where there are multiple stakeholders and priorities.
- Demonstrated excellence in organizational and communications skills, both written and verbal.
- Demonstrated commitment to accountability, measuring outcomes, and a results oriented culture with the ability to gather and analyze data.
- Knowledge of donor databases and proficiency in Microsoft Office programs with strong Excel skills.
- Ability to handle and prioritize multiple projects while maintaining attention to detail.
- Commitment to diversity, equity, and inclusion, diplomacy, and the ability to honor confidentiality.
- Resourcefulness, creativity, and strong problem-solving skills