



ADVANCEMENT AND SCHOLARSHIPS ASSOCIATE
Job Description

Reports To: Director, Advancement Operations and Communications

Exemption Status: Exempt, Full-time position

Work Week: Minimum 37.5 hours

Salary Range: Competitive

Primary Purpose: The Advancement and Scholarships Associate reports to the Director for Advancement Operations and Communications and provides administrative support to the entire Foundation team to carry out its mission and goals. The Advancement and Scholarships Associate's key responsibilities are centered on donor relations, communication, and scholarship administration.

Key Responsibilities:

Scholarships – Serve as staff lead and liaison for the Foundation's scholarship programs, which award over \$600K annually to local students. Responsibilities include:

- Review, update, and distribute scholarship applications annually through GIFTS Online.
- Collect, review, copy, and distribute completed applications to selection committees.
- Maintain lists of selection committee membership.
- Participate in committee discussions and interviews. Send decision letters following selection.
- Collect necessary information from all scholarship recipients each semester.
- Input scholarship awards into FIMS. Prepare award letters for each school/student award.
- Maintain enrollment verification for students and distribute checks as designated.

Advancement/Operations – Serve as a key member of the Foundation's advancement team to contribute to the overall success of the Foundation's external communications and donor relations plan. Responsibilities include:

- **Communications**
 - Assist with development, planning and implementation of the Foundation's Annual Report.
 - Assist with the implementation of the annual communications plan to include:
 - Targeted communications through constant contact, social media, printed materials, advertising
 - Events – Including special affinity group events
 - Grants/Scholarships
 - Program Initiatives/Community Leadership
 - Promoting stories from Annual Report
 - Foundation Storytelling relating to donors
 - Special Projects, including semi-annual donor statements.
 - Design graphic/visuals for constant contact, advertising, and social media posts.
 - Develop and upload materials to drive and optimize constant contact and social media engagement.
 - Work to ensure the Foundation is building its brand and identity in every communication.
 - Help to capture and report metrics around engagement from website and any electronic outreach.
- **Donor Relations**
 - Open and distribute mail.
 - Gift receipts: assign Profile IDs and log all monies received into weekly check logs.

- Provide back-up to Finance Associate for the coordination and administration of gift acknowledgements.
 - Includes editing gift report, editing and printing all acknowledgement letters, notifying fund holders of contributions, posting gifts, etc.
- Answer phones and direct inquiries to the appropriate staff person.
- Prepare gift reports and manage donor data for mailings and stewardship activities as needed.
- Work to support Development and Executive Team to nurture various affinity groups, including: Corporate Philanthropy, Private Foundations, DEI, BIPOC, Family Philanthropy, Legacy Circle, Professional Advisors.
- Assist with planning and implementation of events during the year, including small/targeted affinity group events, annual Celebration of Philanthropy and Investment Outlook.
- Assist with developing lists for targeted special mailings.
- Create new prospect packets and ensure mailings include all relevant materials.
- Assist with processing new funds including distribution of welcome packets and setting up office files.
- Create and maintain donor files, potential donor files, and bequest files.
- Ensure complete, accurate and current records by adding, deleting, changing, and verifying donor information in the foundation's databases (FIMS/Blackbaud Grantmaking/Donor Central) and the Foundation's shared folder system.
 - Assist in the development of annual stewardship report for scholarship funds.

Minimum Qualifications:

- Bachelor's degree preferred; two or more years of experience working in donor or customer service, communications or sales related position preferred.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization. Must have excellent interpersonal and communication skills.
- Must have knowledge of and interest in building proficiency in a variety of computer software applications, including spreadsheets, database, and presentation software (Microsoft applications) and familiarity working in Adobe Suite including InDesign.
- Experience in using all social media platforms and in posting to a professional account.
 - Understanding of the Foundation's expectation that all team members will represent themselves professionally in any personal/public accounts outside of work.
- Demonstrated ability to promote and share content via Constant Contact as well as experience in maintaining existing lists and groups for distribution.
- Interest in writing articles and content for annual report, socials and printed marketing.
- Position requires continual attention to detail in composing, typing, and proofing materials, establishing priorities, meeting deadlines, and managing multiple projects and tasks simultaneously in a fast-paced environment.
- Commitment to building and maintaining healthy and productive work agreements with team.