ADVANCEMENT SPECIALIST

POSITION DESCRIPTION for Advancement Specialist

POSITION SUMMARY
Performs a variety of skilled administrative and clerical duties directly related to development activities. Responsibilities include maintaining donor database, supporting the development and sending of mass mailings, assisting and participating in special events, acknowledging gifts and donations, supporting donor data analysis and prospect research, developing effective working relationship with Board members, donors, government and foundation representatives to nurture their relationship with the organization.

Administrative Support 15%
- Scheduling, external donor and prospect meetings and campus visits for President and VPA.
- Maintaining and scheduling Board of Directors meetings and Board Committee meetings; coordinating and organization presentation materials.
- Assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties.
- Managing the day-to-day responsibilities and support activities related to gift processing, donor data analytics and overall donor stewardship.

Data Management 40%
- Oversee donor records management, gift processing, receipting/acknowledgements and data analytics.
- Serve as the staff liaison with Finance to send reminders for pledges, gift balances and monthly gift reconciliation.
- Maintain active list of grants and reporting requirements.
- Generate weekly and monthly revenue and donor reports.
- Oversee mailing list generation
- Create prospect profiles on an as needed basis.

Events 20%
- Partner with appropriate department colleagues for event and mailing assistance.
- Support registration activities and maintenance of timelines.
- Track and analyze donor participation in events and collaborate with solicitors to ensure donors remain engaged.

Donor Recognition 20%
- Oversee donor acknowledgements.
- Oversee donor walls and signage, tracking donor naming selection, and updating naming opportunity materials.

OTHER FUNCTIONS 5%
- Perform other related duties as required.

MINIMUM QUALIFICATIONS
• Bachelor’s Degree from an accredited college/university preferred or an equivalent combination of education, training, and experience.
• Experience in non-profit event planning; At least one year of high-level project management experience and project management skills; excellent planning, problem-solving, organizational skills; strong follow-through and sense of urgency/timeliness of deliverables.
• Experience using fundraising database software.
• Knowledge of fundraising principles, techniques, and ethics; understanding of nonprofit environments
• Strong written and verbal communication skills; professional demeanor; strong interpersonal skills; flexibility; sense of humor; self-motivated.
• Ability to develop and maintain effective working relationships with staff, volunteers, and members of the general public; collaborate with staff across departments and manage the tasks of staff who are not direct reports.
• Demonstrated ability to successfully organize workload in a fast-paced environment; maintain several projects of equal priority simultaneously; sustain focus, productivity, and accuracy under pressure.
• Proficiency in Google platforms, MS Word and Excel; knowledge of PowerPoint desirable.
• Ability to work independently, using good judgment, resourcefulness, and initiative; tolerate ambiguity; respond to multiple demands; work effectively in a complex institutional environment.
• Availability to work nights and weekends as needed for events or deadlines.

Reports to: Director of Development and Events
Salary Range: Based on education and years of experience.

Full Time position, 12 months and includes benefits.

To apply, send resumé, cover letter, and three references to:
katie.boenninghausen@cristoreysj.org

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