

Job Title: Advancement Coordinator (1.0 F.T.E.)

Reports to Title: Chief Advancement Officer

Supervises: None

Job Summary: The Advancement Coordinator provides administrative support to the Advancement Office and participates in all fundraising, marketing and public relations activities including, but not limited to; donor and public relations, direct mail appeals and special events.

Duties and Responsibilities:

The Advancement Coordinator is assigned duties, by the Director of Advancement, to provide a variety of support services to the Advancement Office with high attention to detail and timeliness. Examples of such duties include:

- Processing donations and preparing acknowledgement letters
- Cooperating in the agency's team approach to service provision by participating in program activities as appropriate and requested. This will occasionally require presence outside regular business days and office hours.
- Developing online, integrated, and interactive fundraising campaign forms and communications
- Report progress of campaigns, donor profiles, and giving trends
- Assist with Workplace Campaign Applications and campaign activity
- Conducting preliminary research on prospective donors
- Handling all administrative details associated with the Advancement office - supply and equipment management, preparing meeting agendas and minutes, etc.
- Acting as the front-line for incoming department communications, fielding calls and emails to refer to the appropriate personnel
- Providing event support through assistance with communications, logistics and paperwork
- Producing donation and campaign-related reports for the Finance Department, Board, Advancement Committee, etc.
- Coordinating mailing list for appeal letters, newsletters and other correspondence
- Managing donor database including updating donor records, data cleanup, etc.
- Assist in social media engagement, content creation and management
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Monitor levels of supplies and handle shortages in Advancement Office
- Attend Advancement-related meetings and take minutes and reports of the minutes
- Assist in all event planning and execution including annual celebrations & Annual 5K
- Assist in board, donor and volunteer engagement as it relates to Advancement
- Other duties as assigned by the Director of Advancement, Advancement Committee Chair and Executive Director

Minimum Qualifications:

- Associate's or Bachelor's degree in a related field preferred
- Experience in database management and in a non-profit advancement (fundraising) office preferred
- Experience in social media management preferred but not necessary
- Event planning experience preferable

JOB DESCRIPTION: ADVANCEMENT COORDINATOR

- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Excellent interpersonal skills
- Background and ability to understand, appreciate, and carry out the Marian House mission; interpersonal skills to engage staff and volunteers in doing same

General Requirements:

- An essential attribute for this position is the intuitiveness to grasp implications of alternative choices on a wide variety of situations and potential problems
- Ability to respect the diversity of population served and embraces those of different race, culture, social class, ethnicity, or sexual preference
- Ability to operate a motor vehicle; reliable transportation for work; Maryland driver's license preferred
- Ability to communicate clearly both verbally and in writing; ability to receive communication clearly
- Ability to maintain safety for self and others in an emergency
- Ability to handle stress without significant impairment to functioning
- Ability to absorb new information, skills, and attitudes
- General awareness of one's own and others' feeling states, and ability to identify them
- Ability to form a therapeutic relationship with clients and to establish positive collegial relationships with co-workers.
- Ability to organize, to keep records and manage a workload efficiently
- Commitment to the mission of Marian House
- Must be able to work a flexible schedule and adapt to changes in accordance with clients and the agency's needs
- Ability to move supply cartons and equipment
- Ability to move throughout office complex frequently in the course of the business day

DEI & Belonging Statement:

We want the best people and we don't want biases holding us back. We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Because we value a diverse workplace, we prioritize an inclusive climate absent of discrimination and harassment during the application process and after you join the team.

How to apply:

Send resume to Psalms Rojas, Chief Administrative Officer at projas@marianhouse.org - No phone calls please.