



Advancement Officer

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: Director of Development
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

Job Purpose: Working with the development team, the advancement officer will serve as the point person for Annual fund fundraising. This is a comprehensive role that will be integral to achieving the financial and non-financial goals of the organization. The advancement officer will carry a mixed portfolio that includes individual and corporate accounts and will be responsible for implementing a moves management process that includes identification, cultivation, ask and stewardship processes. The advancement officer will be responsible for database management, calendar management and creating and utilizing reports to track progress.

DUTIES AND RESPONSIBILITIES:

- Database management, goal tracking, reporting, and data entry:
 - Track donor actions in the database
 - Report on key performance indicators (KPIs)
 - Manage and update development-related databases and systems
- Portfolio management:
 - Manage a hybrid portfolio comprising individual and corporate accounts
 - Manage a portfolio of 30-50 accounts
 - Conduct solicitation and stewardship activities with a focus on annual fund donors
 - Communication and documentation:
 - Draft proposals, reports, communications, and promotional materials
 - Ensure support materials are prepared in advance
 - Assist team members in creating supporting materials
- Coordination and liaison:
 - Act as a dedicated liaison to internal and external stakeholders
 - Collaborate with volunteers, including committee and board members
 - Oversee gift agreement compliance and coordinate execution with relevant departments
- Project management:
 - Assist in meticulous planning and execution of development projects and events
 - Track project timelines, deliverables, and resource allocations with great attention to detail
 - Budgeting and monitoring:
 - Continue monitoring and tracking budgets and goals
- Other duties:
 - Foster a collaborative and positive working environment
 - Perform any other duties as assigned

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE PREFERRED

- Bachelor's degree or equivalent combination of education
- 2-5 years of experience in non-profit fundraising
- Proven relationship building and collaboration while matching prospect's personal vision with MOSH's vision, mission, and programs.
- Strong Proficiency in Salesforce required.

SKILLS AND ABILITIES

- Exceptional written communication skills
- Excellent research skills
- Being able to understand and execute complex instructions.
- Strong organizational skills and excellent attention to detail
- Must be able to establish, monitor and meet timelines
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines
- Ability to maintain confidentiality is required
- Strong computer skills with solid knowledge of MS Word, Salesforce and Excel
- Knowledge of Salesforce or other CRM experience

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.