



Position Description

Job Title: Advancement Assistant
Department: Advancement
Reports To: Vice President of Advancement
FLSA Status: Part-time / Non-exempt
Effective: March 2022

SUMMARY

The Advancement Assistant is a key member of the team who processes all charitable contributions for the organization and supports the overall fundraising efforts of the department. This role has consistent daily responsibilities and monthly rhythms with some variety provided by collaborative department projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Gift Entry and Acknowledgement

- Enter all charitable contributions into the database and provide the team with updated totals.
- Process all gift acknowledgement letters in a timely manner. Create, update, and send “new donor packets” to first-time givers.
- Enter in-kind donations and send acknowledgement letters as necessary. Help other departments recognize and track in-kind donations they may receive. Coordinate giving tables.

Accounting

- Manage the various channels through which ICCF receives donations and execute regular donation disbursements.
- Inventory, record, and electronically deposit checks on a weekly basis.
- Provide reports and documentation to the Finance team for month-end close outs and audits.

Event Support

- Organize and guide monthly in-house Lunch & Learn event. Order food and handle hospitality needs.
- Assist with the annual *Houses to Homes* gala.
- Assist with other Advancement events, such as ribbon cuttings and appreciation events.

Department Support

- Field donor calls about contributions and general questions. Respond to Advancement-related messages received through the online contact form. Meet donors and volunteers who drop by the building and help them connect with the right people.
- Facilitate major donor visits including hospitality needs.
- Schedule, prepare agendas for, and take notes in regular Advancement team meetings.
- Assist the VP of Advancement in scheduling strategic planning retreats and procuring needed materials.
- Organize department files and assist with records retention compliance, including photo/media archives.
- Manage the ordering and distribution of logowear for staff.
- Manage the inventory of branded swag for tabling events and appreciation gifts.
- Assist the Executive Assistant as needed in board member acknowledgment gifts.
- With the Data and Communications Specialist, maintain an up-to-date inventory of ICCF brochures, newsletter, and other informational print pieces.
- Assist the department VP with special projects.

JOB REQUIREMENTS:

Education

Associate's degree or equivalent combination of education and experience.

Experience

- 1-3 years administrative experience in a nonprofit or corporate setting.
- Fundraising experience is helpful, but not required.
- Prior experience with Raiser's Edge strongly preferred, Salesforce or other donor database systems. Fundraising or accounting knowledge is helpful.

Functional/Technical Knowledge, Skills & Abilities Required

- Competence in data entry, account reconciliation, and Microsoft Excel.
- Ability to troubleshoot analysis and results.
- Maintain complete confidentiality regarding all department and donor information.
- Possess a valid Michigan driver's license.
- Strong focus on written communication skills.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The

- employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The
- employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.