



## ICCF Community Homes Job Description

Job Title:	Advancement Specialist
Department:	Administration
Reports To:	Vice President of Advancement
FLSA Status:	Part-time (30 hours per week)
Compensation:	\$23.00-\$27.00/hr.

Founded in 1974, ICCF Community Homes is the oldest nonprofit affordable housing developer in Michigan. We envision vibrant communities in West Michigan with connected neighbors, housing justice and abundant opportunity. ICCF Community Homes serves over 2,000 low- and moderate-income individuals and families each year with affordable housing options and related services. Our mission – Equitable Opportunity, Affordable Homes, Thriving Neighborhoods. We hope you join us in our mission to serve our community!

### Summary

The Advancement Specialist will be responsible for advancing the vision and mission of ICCF Community Homes through effective fundraising. This individual will be expected to cultivate, retain, and upgrade current donors as well as connect our organization through prospecting with new donors.

### Essential Duties and Responsibilities

- Assist with annual fundraising for ICCF Community Homes specifically working with individual small to mid-level donors, churches and community groups. This position will work very closely with the Annual Fund Manager to increase annual giving by utilizing various strategies and tools including but not limited to semi-annual appeals, monthly giving club, direct mailings, and third-party events
- Assist with creating strategies to engage new donors and continue cultivation of current donors including but not limited to monthly donors, United Way donors, employee giving groups and other affinity groups
- Assist with the preparation and information gathering for solicitation mailings including but not limited to annual campaign and newsletters in collaboration with the Advancement manager and the VP of Advancement
- Assist with all fundraising events such as gala, lunch and learns, golf outings, dine outs etc.
- Assists Advancement Manager and Volunteer Coordinator on the cultivation of volunteer groups – some non-traditional hours per month sharing the mission of ICCF Community Homes (nights/weekends).
- Works collaboratively with the Advancement Assistant with gift processing, acknowledgement letters, thank you receipts and donor recognition programs.
- Works with Data and Communication Specialist to pull various data reports from database system and prepare reports for the Advancement team.
- Attend bi-weekly Advancement planning meetings

### Supervisory Responsibilities

This job has no supervisory responsibilities at this time.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

Bachelor's degree required or equivalent experience.

### Experience

2 to 4 years of experience working in the non-profit sector as a fundraiser.

Knowledge of fund development principles.

### Competencies

- Strong organizational, administration, telephone and interpersonal communication skills, detail and "big picture" oriented.
- Must be able to effectively interact with diverse populations from a variety of ethnic and socioeconomic backgrounds.
- Well versed in computer programs, CRM, Microsoft Office a must and Raiser's Edge a plus
- Skill in preparing written reports and presentations.
- Solid writing and presentation ability.
- Professional demeanor, flexible and able to respond to multiple demands.
- Able and willing to take responsibility.
- Be organized with the ability to work in a fast paced, ever changing work environment
- Possesses skills in project and time management
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.

### Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### Certificates, Licenses, Registrations

Valid Michigan Driver's License

### 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 is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### 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.

To Apply: Please send a cover letter and resume to [hr@iccf.org](mailto:hr@iccf.org).  
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