

<p align="center">JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 11/16/22</p>	<p align="center">ADVANCEMENT ASSISTANT</p>
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* Denotes an Essential Function

Title: Advancement Assistant

Job Category: AS1

Code: ADV ASST

Minimum Education Requirements: High school diploma or G.E.D. required; some undergraduate experience preferred. Must have ability to read agency reports. Must have effective oral and written communication skills.

Minimum Experience Requirements: At least five years relevant work experience (i.e., secretarial, computer management, office management) preferred. Must be experienced in working with PC's and database systems.

Duties and Responsibilities of the Position:

- * 1. Donor Database Management
 - Gift Management (Recording & Processing)
 - Donor Record Management (creation of records, maintenance, interactions/updates)
 - Creating and Pulling Reports
 - Donor Mailing Lists
 - Mail Chimp Mailing List Management
 - Monthly audit with finance department
- * 2. Gift Management/Donor Communication Mailings
 - Gift Acknowledgements
 - Donor Communications (Donor Impact Reports, New Donor Mailings, Calendar Year End Acknowledgment, etc.)
 - Donor Mailing List
 - Board & Development Committee Mailings
 - Process Department Mail
- * 3. Administrative Support to Development Committee
 - Meeting Minutes
 - Scheduling of Meetings
 - Email Communications (sending meeting minutes and agendas)
 - Manages third-party event opportunities, including outreach and planning.
- * 4. Administrative Support Advancement Team
 - Meeting Notes & scheduling
 - Expense reports
 - Payment Processing
 - Team Credit Card
 - Invoices & Bills
 - Event Administrative Support

- Volunteer Management
 - Event Logistics
 - Sponsorship & Host Committee Payment
 - Guest List Management
 - In-kind donation Management (for auction)
 - Invoice & Payment Processing
 - Registration Logistics
 - Day of Event Support
- SWAG for development projects
- * 5. Manages all aspects of the advancement constituent relationship management database (Bloomerang). Enters gifts, prepares reports, and updates donor contact information. Stays current with training and maximizes use of Bloomerang database to support advancement goals. Maintains and updates internal Bloomerang Policies & Procedures Manual. Develops expertise in online technology and administers the online giving program.
- * 6. Processes and acknowledges gifts according to agency policies and procedures and best practices. Uses strong writing and editing skills to construct correspondence with a commitment to accuracy and attention to fine detail. Serves as liaison to Finance Department re: gift processing. Prepares and updates all development reports, forms, and templates, including revenue reports, pledge forms, and activity reports.
- * 7. Provides administrative support to the Development Department and Board Development Committee. Demonstrates excellent organizational, interpersonal and communication skills. Handles multiple concurrent assignments and meets deadlines. Tracks and manages department invoices, expenses, registrations, licenses, and memberships. Performs administrative duties as needed, including scheduling, copying, filing, meeting minutes, and word processing.
- * 8. Coordinates logistics for special events, including guest lists (using database event module), sponsorship payments and benefits, in-kind donations, volunteer management, collateral, and other details. Manages third-party event opportunities, including outreach and planning. Ability to work independently and as a team member.
- 9. Perform other duties deemed appropriate to the position by the Vice President of Advancement and/or Director of Development.

Immediate Supervision: Director of Annual Giving.

Immediate Subordinates: None.

Schedule of Employment: Non-Exempt.

Remote Work: Position is eligible for partial remote work.

Other: As an employee of Spurwink, the Advancement Assistant is expected to adhere to the policies and procedures of Spurwink. They must also keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Advancement Assistant may be exposed to blood or other infectious materials. Therefore, they will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. They must maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date