

Emma Norton Services Job Description

Title: **Advancement Associate**
Status: **exempt; full-time**
Location: **Saint Paul, Minnesota**
Supervisor: **Advancement Director**
Direct Reports: **none**
Compensation: **starts at \$35,000**

Organization

Emma Norton Services works with women, children, and families who are homeless and have the added challenges of mental illness, chemical dependency, or both. Emma Norton Services provides safe, permanent housing combined with programs and support services provide an environment where victory over homelessness, mental illness, and chemical dependency becomes a possibility.

Purpose

The advancement associate is responsible for working with the advancement team and other staff to support efforts to meet marketing and fundraising goals and objectives. This position is responsible for managing ongoing project and administrative tasks relating to development and communications.

Responsibilities

1. Fundraising
 - Assists and supports all fundraising campaigns and activities including but not limited to annual, capital, and special appeal campaigns
 - Responsible for managing our donor database through updating donor records, entering monetary and in-kind donations, generating timely thank-you letters and receipts, and other tasks as assigned related to the donor database
 - Generates regular fundraising reports and outcome reporting against goals
 - Maintains paper and electronic files for all advancement documents including donations and grant documents
 - Assists with coordinating and implementing fundraising events
 - Provides timely communications with donors via email and phone

2. Communications, Marketing and Visibility
 - Assists with the coordination and implementation of Emma Norton Service's brand campaign, as well as media and marketing campaigns to increase visibility of Emma Norton Services
 - Assists with coordination and production of all collateral materials, including community presentations
 - Coordinates, tracks and schedules speaking events and community presentations
 - Assists in planning and executing volunteer activities

3. Function as a team member
 - Follows through with own job responsibilities and assignments
 - Engages in constructive problem solving and conflict resolution, assists other team members in doing the same

- Provides information needed by other team members in a timely and effective manner
- Offers assistance to team members as needed
- Willing to give and receive feedback to and from team members
- Takes direction from supervisor or manager, and accepts and implements team decisions as made

4. Other duties

- Participates in staff and team meetings
- Promotes community awareness of Emma Norton Services
- Participates in agency efforts to promote a mutually respecting, multicultural environment and participates in training opportunities related to economic, racial and cultural diversity as requested
- Complete and maintain up-to-date knowledge and expertise in areas related to job duties including the completion of HIPAA and Vulnerable Adult training within the first 7 days of hire
- Performs other duties as apparent or assigned

Requirements

1. A relevant course of study and a minimum of two years of related experience
2. Ability to undergo and pass a background study as detailed in Minnesota Statute 144.057 and Chapter 245C
3. Experience and high level of proficiency using Microsoft Office and donor database or customer relationship management software
4. Able to interact with people in a manner which shows sensitivity, respect, and professionalism
5. Ability to communicate effectively orally and in writing
6. Able to exercise good judgement and problem solving in a variety of circumstances
7. Ability to work with a high level of accuracy and attention to detail
8. Able to maintain professional boundaries
9. Moderate physical effort, with intermittent lifting or carrying limited to no more than 50 pounds
10. Duties may require physical ability to climb stairs
11. Duties require extended use of a keyboard
12. Ability to work until own initiative in a fast-paced environment, where interruptions are frequent and the ability to multi-task and set priorities are necessary

Employee and Management Review

Employee Signature

Date

Human Resources Signature

Date