

Advancement Associate Job Description

Position: Advancement Associate

Position Type: Full-Time, Non-Exempt

Supervisor: Vice President for Advancement

Position Summary: Provide critical administrative, data management, research, and event support to the Advancement team in the implementation of successful donor cultivation and stewardship activities. The successful candidate must be highly organized, detail-oriented, and possess strong database and research skills, along with outstanding writing and proofreading ability. This is an opportunity to gain valuable experience on a career path in not-for-profit fundraising with a growing organization.

Organization Summary: DuPage Foundation is DuPage County's champion for philanthropy. As a 501(c)(3) public charity, we receive contributions and bequests from individuals, corporations, organizations, and foundations seeking to make a difference for our community and the causes that matter most to them. We have grown to more than \$135 million in assets and awarded more than \$85 million in grants to not-for-profits serving the residents of DuPage County and beyond.

Fund Development:

- Conduct research and compose reports and other deliverables in support of the engagement, cultivation, and stewardship of Foundation constituents—especially current and prospective donors and professional advisors.
- Participate in supporting a wide variety of activities for the engagement, cultivation, and stewardship of Foundation constituents.
- Coordinate and secure sponsorships for the Foundation for targeted purposes.
- Attend meetings as requested and provide follow-up support for Advancement team members including the drafting of documents that memorialize donor intentions and restrictions pertaining to their gifts.
- Support the Director of Donor Services with managing donor-initiated fundraising activity.

Stewardship and Community Engagement:

- Process gift acknowledgments and assist with the drafting of templates and personalized letters.
- Prepare strategies for the recognition of milestone birthdays, anniversaries, and holidays for Foundation constituents, and manage the process of ordering gifts, creating notes of congratulation, and other correspondence to Foundation constituents.
- Assist in the attaining and arranging of presentations to key audiences and represent the Foundation at activities as requested.
- Communicate a positive image of the Foundation to build confidence and trust for the organization with stakeholders and the public.

Special Events:

- Play a lead role in planning and executing Advancement-related events—particularly programs and seminars for current and prospective donors, professional advisors, and other constituents (the Next Generation Initiative (NGI), etc.).

- A key event for which this position will have a high level of responsibility is the Annual Benefit. A significant amount of time is devoted to coordinating the volunteers and logistics of this signature, high-end event, under the direction of the Director of Donor Services.
- Coordinate continuing education certification and reporting for professional advisor programs.

Marketing & Communications:

- Support the Advancement team in the creation of deliverables to: 1) educate current and prospective donors, professional advisors, not-for-profits, and other constituents about Foundation services, charitable needs and opportunities; and 2) address common questions raised in the gift process and highlight solutions.
- Coordinate Advancement mailings and electronic campaigns in conjunction with the Marketing and Communications team.
- Keep Advancement-related segments of the Foundation's website and portals up to date.

Administration:

- Prepare meeting packets and create summaries and reports of Advancement-related activities for the Board, committees, and staff.
- Be responsible for the configuration, optimization, monitoring, and maintenance of Advancement-related database tools and the reporting to track constituent assignments, engagement, and moves management.
- Enter weekly action reports and pipeline opportunities for members of the Advancement team.
- Attend and take minutes for all Advancement-related committee meetings.
- Supervise the reservation process of Advancement-related events through the website and administrative staff.
- Coordinate schedules and attendees for various meetings and events, including Foundation-hosted tables at external events as requested.
- Maintain donor and fund files and profiles in conjunction with the Finance department.
- Submit expense requests and reports for Advancement team.
- Provide additional support to the Advancement team and other staff as requested, including appointment setting and managing reservations, especially for the Vice President for Advancement.
- Provide backup phone and reception coverage for the office.

Qualifications:

- Bachelor's degree and a minimum of 1-3 years' experience in not-for-profit development, marketing, public relations, communications, writing and research, database management, client relationship support, event planning, or a related field.
- Highly organized, detail-oriented and self-motivated.
- Strong writing and proof-reading skills are essential.
- Proficiency with database management software and Microsoft Office required.
- Experience coordinating successful events preferred.
- Willingness to work some evenings and weekends.
- Not-for-profit experience a plus, or a desire to move forward in a not-for-profit sector career.

To Apply: Email a PDF résumé and cover letter with "Advancement Associate Position" in the subject line to Hiring Manager at apply@dupagefoundation.org by **Friday, April 5, 2024**, to be considered. All applications will be considered under the strictest of confidence. **NO CALLS PLEASE.**

Hiring Policy: DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs, and building community partnerships.