



JOB DESCRIPTION

POSITION: Advancement Associate
STATUS: Exempt, Full-time

REPORTS TO: Executive Director
SALARY RANGE: Negotiable based on experience

Summary

The Schenectady Foundation seeks an energetic, self-starting professional aspiring to take their career to the next level with a leading organization in the regional social sector. The Advancement Associate is a full-time, permanent position reporting to the Executive Director, and has recently been established to support the Foundation's ambition to increase its impact in the community.

The position will serve as the primary development officer of the organization with the responsibility to design, coordinate and implement strategies that will maximize corporate, community, public and private support for the Foundation. The promotion and acquisition of gifts through wills and estate plans is a core component of the Foundation's development program.

Responsibilities

Our Advancement Associate will:

- Take the lead in formulating the Foundation's emerging development program, working in concert with the Executive Director and the Board of Directors to generate contributions, grants, public and private support;
- Provide primary oversight for the administration of development functions including management of the donor record system (Bloomerang), acknowledgment of gifts, stewardship, tracking of donor pledges and payments, creation of reports as needed and control of the development budget and expenditures;
- Establish short and long-term fundraising goals and be responsible for the attainment of these goals;
- Research prospective sources of contributions and grants, including identification of both private and public grant-making programs;
- Play a key role in establishing and advancing relationships with existing and prospective donors, major gift and planned giving prospects, and prominent members of the community;
- Oversee the development of messages and materials that advance the fundraising efforts of the organization.

Community

- Represents the Foundation by serving on community committees and attending Foundation, community, and grantee events as assigned;
- Keeps informed on community issues and events that are aligned with the Foundation's mission and programs.

Education Requirements, Technical Abilities and Experience:

- A college degree – minimum bachelor’s degree
- At least 3 years of experience in fundraising or a related field
- Solid understanding of the development process, and knowledge of successful practices
- Familiarity with planned giving
- Strong written and oral communication skills
- Outstanding interpersonal and listening skills – a relationship builder
- Strong customer service orientation
- Excellent organizational skills; ability to manage multiple tasks and timetables while maintaining focus
- Previous experience in grant writing, while not required, is a distinct advantage.
- Familiarity with technology, ability to learn new software or cloud-based programs, and to effectively integrate that technology into daily work
- Proficiency with Microsoft Office software

Personal Characteristics & Qualities:

- Integrity and commitment to high ethical standards
- Ability to interact respectfully and thoughtfully with people of diverse backgrounds, perspectives, and cultures
- Dedication to excellence
- Ability to work independently – a self-starter – but also a team player
- Versatility and flexibility – able to switch gears if needed
- A sense of humor
- Personal commitment to and involvement in the Schenectady County community
- Concern for accuracy and completeness of work products