

## **Job Description**

**Job Title:** Advancement Associate

**Department:** Advancement

**Job Category/ FLSA Status:** Administrative/Non-exempt

**Accountability:** Executive Director of Advancement

**Authority:** NA

### **Position Description:**

The Advancement Associate is responsible for gift data entry, reporting, maintenance of constituent records and administrative support for the Exec. Director of Advancement and Advancement Officer. The position will assist in major aspects of fundraising- including grant research, special events and other areas as deemed necessary.

### **Major/Essential Functions:**

- Assists the Exec. Director of Advancement in aspects of administrative support- including acknowledgment, drafting and editing correspondence, scheduling appointments, and projects related to special events, volunteers, communications, and grants.
- Maintain accurate electronic files and records on donors, events and other fundraising appeals.
- Prints acknowledgement letters for gifts (by donors) within a timely manner.

### **Duties/Responsibilities:**

- Manages Raiser's Edge database (for CBS Houston & Indianapolis), ensuring the proper maintenance of donor information- notes any changes in donor information or demographics.
- Establishes the proper "funds/appeals" as directed.
- Processes all matching gifts and ensures accurate payments from the designated companies.
- Provides monthly reports of gifts, for proper reconciliation with accounting, to the Chief Financial Officer and Exec. Director of Advancement. .
- Prepares and assists with preparation of materials for President and advancement team.
- Assists with direct mails & email blasts.
- Prepares data queries and reports as requested by the advancement office.
- Schedules appointments/meetings, room bookings, agendas and relevant information for meeting and events.
- Processes incoming mail.
- Provides research and background information, as needed, for grant, special events and major donor calls.
- Assists with reports, slide presentations and power points.
- Performs related duties as required.

### **Qualifications:**

**Required:**

- High school degree or equivalent and a minimum of two years of related experience in an administrative position including nonprofit and fundraising.
- Demonstrated proficiency in Raisers Edge database administration and Microsoft Office tools etc.
- Ability to assess problem situations, regarding the data base and record keeping, to identify causes and gather /process information for resolution.
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with the doctrinal position of the college by signing the CBS doctrinal statement without reservation.

**Preferred:**

- Associated degree from an accredited institution of higher education two years of related experience in an administrative position including nonprofit and fundraising.

**Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Proficiency in Raiser's Edge donor management software data management, queries and reports.
- Effective communication skills which include written and verbal.
- Ability to focus on donor needs and confidentiality.
- Ability to assist in developing a metric system and to present subsequent reports.
- Ability to solve practical problems and deal with a variety of concrete variables in situations.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram form.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn new software and systems.

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Process of gifts and donor related transactions in accordance with defined timelines.
- Additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

**Mobility/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.

- Employee must communicate in person, by telephone and via electronic correspondence.
- Employee may be required to lift and/or move up to 10 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical administrative office environment

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.