

**A WOMAN'S PLACE (AWP)
Job Description**

TITLE: Advancement Specialist

DEPT: Advancement/Development

EMPLOYMENT STATUS: Full-time

WAGE & HOUR STATUS: Exempt

A Woman's Place, the only domestic violence organization in Bucks County, Pa., provides comprehensive free, private, and confidential service, support, education, outreach, and advocacy to victims of domestic violence and their children and the community.

PURPOSE OF POSITION: The Advancement Specialist is responsible for supporting AWP's fundraising activities to help the organization achieve its mission. As the primary database manager, they implement procedures that ensure a high level of standards for annual appeals, stewardship, and fundraising events. The Advancement Specialist provides critical support for communications and events to both the Advancement Director and the Executive Director. They are also often the first impression of AWP, answering the door and receiving phone inquiries from supporters. The Advancement Specialist works closely with the Director of Advancement and AWP's leadership team to ensure a positive, mission-oriented tone to all revenue-generating strategies.

REPORTING RELATIONSHIPS: Report to the Director of Advancement

OTHER RELATIONSHIPS: Individuals in the AWP community, volunteers, businesses, groups, vendors, funders, AWP staff, and Board members

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Maintains donor confidentiality and builds donor trust.
2. Follow standard operating procedures and best practices for database entry and maintenance.
3. Responsible for gift entry for both cash and in-kind gifts; ensure all gifts are promptly receipted and thank you letters accurately and efficiently processed.
4. Reconciles monthly gifts with Finance Department.
5. Data management: Accurately enter and update constituent data to ensure information is current, including updating addresses, linking relationships, and eliminating duplicate records
6. Provides reception services including warmly greeting and assisting visitors, answering phones, directing calls, and responding to inquiries.
7. Maintains current and accurate data; collect, review, and submit monthly statistical fundraising reports.
8. Assists community members with Third Party Fundraising events as they occur; fulfill community marketing material requests.
9. Occasionally participates in Development Committee and event committee meetings.
10. Aids in the coordination, implementation, and support of all mailing for direct mail appeals, newsletters, donor communications, and invitations for events.

CRITERIA/REQUIREMENTS:

1. High level of computer literacy and ability to navigate between programs seamlessly.
2. Proficient in Raiser's Edge.
3. Proficient in Microsoft Office Suite, particularly Excel.
4. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; and excellence.
5. Adherence to the Personnel Policies of AWP.
6. Successful completion of the Domestic Violence Direct Service Training course and continuing education requirements as outlined in AWP's Personnel Policies.
7. Experience managing multiple projects and tasks with varying timeframes, the ability to see each one through to completion.
8. Commitment to 2-year stance unless otherwise unforeseeable circumstance
9. Excellent and effective organizational, written, and oral communication skills.
10. Reliable transportation and valid driver's license.
11. Ability to work with diverse populations.
12. Honesty and trustworthiness in all relationships.
13. Positive representation of AWP in the community.

EDUCATION:

1. Bachelor's degree preferred.
2. Three years of related work or life experience.

CHARACTERISTICS:

1. Able to motivate others
2. Self-motivated and able to work independently
3. Cooperative and open-minded
4. Creative, innovative, and willing to take initiative
5. Maintain high standards for all work
6. Reliable, personally responsible, and trustworthy
7. Outgoing and confident
8. Resourceful
9. Flexible
10. Extremely organized

JOB DIMENSIONS:

Assignment and Approval of Work:

1. Director of Advancement oversees the Advancement/Development Department and associated assignments.

Financial Responsibility:

1. Estimate and request prior approval from the supervisor for any expenses that will be incurred.
2. Track and regularly report any expenses (including, but not limited to mileage, tolls, etc.) and submit an expense report for approval and reimbursement.
3. Provide monthly reporting of income and expenses for fundraising initiatives and recommend annual budgets for each program.
4. Inform the Director of Advancement of areas of programs in need of additional support.

Responsibility and Decision-making:

1. Demonstrate initiative.
2. Assess situations and make informed recommendations (data-driven whenever possible).

3. Identify and propose potential responses to challenges as they arise.

Data Reporting:

1. Maintain and manage accurate and complete fundraising data.
2. Regularly report fundraising measurements.
3. Regularly report income and expenses for the fundraising program.

LICENSE/CERTIFICATIONS:

1. 33/34 Clearance.
2. Valid Pennsylvania Driver's License.
3. Valid vehicle insurance.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:

1. Operation of office equipment.
2. Lifting up to 35 lbs.
3. Occasional travel.
4. Willingness and ability to work varied hours, including nights and weekends.
5. Exposure to cleaning supplies, office chemicals, paint, and insecticides.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision-making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based on equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

This is not an employee contract. A Woman's place has the right to change duties and responsibilities as needed.

SIGNATURE

____/____/_____
DATE