



POSITION ANNOUNCEMENT

Advancement Associate **January 14, 2022**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking an **Advancement Associate** to support the functions of the Advancement Office, including operations and special events for the Agency.

Responsibilities:

1. Assist the Advancement Operations Manager with gift processing in the Agency's donor database Raiser's Edge.
2. Generate and print donor gift acknowledgements.
3. Generate and print monthly pledge reminders.
4. Perform data entry and updates in the Raiser's Edge database.
5. Assist with fundraising campaigns including Giving Tuesday and the Staff Campaign.
6. Serve as a first point of contact for general inquiries of the Advancement Office.
7. Coordinate all mailings for development, marketing and special events.
8. Coordinate printing and mailing of tribute cards for memorial gifts.
9. Assist the Special Events Manager with event planning logistics.
10. Provide administrative support to Advancement team as needed.
11. Support events by providing staff support at events as requested.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. The ability to respond in a timely and effective manner to the needs of volunteers and other constituents (Guild members, Foundation trustees, special event committee members).
3. Experience and proficiency using Blackbaud's Raiser's Edge software, and Microsoft Office Suite.
4. Knowledge of gift entry and donor acknowledgement practices.
5. Strong problem-solving and organizational skills, the ability to meet deadlines independently, work collaboratively with colleagues, and a high level of accuracy and attention to detail.
6. Have the ability to uphold the highest standards of work including handling sensitive, confidential donor information. This position reports to the Advancement Operations Manager and will support all efforts related to fundraising, communications, events, and member/donor relations.
7. Knowledge of fundraising principles and practices.

Send resume and letter to:
Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER