

The Brunner Literacy Center Job Description

Job Title: Advancement Manager

Date: 5/4/2022

Reports to: Executive Director

Supervises: N/A

Classification: Exempt; 20 hours per week

PURPOSE (Describe primary accomplishments, products and services, who benefits from them and how.)
<p>The Advancement Manager works to initiate fund development and is responsible for attracting, cultivating, and garnering support from appropriate stakeholders, with a focus on annual and major donors and corporate support. Actively working with the Executive Director and the Program Coordinator, the Advancement Manager will develop an advancement plan that will include fund/campaigns and individual donor development, community engagement/special events, grant/proposal submissions, and communication. The Advancement Manager is responsible for strengthening and diversifying funding sources. The Advancement Manager will support staff and volunteers to ensure a consistent branding and messaging is presented to external audiences.</p>
GENERAL DESCRIPTION (How would you describe the job to someone who has never done it? List major job responsibilities. The main function of the job may or may not be the one where most time is spent.)
<p>The Advancement Manager will collaborate with the Executive Director and Advancement Committee to set the overall development goals and assure progress toward those goals. This person will be involved in all aspects of organization advancement with a primary emphasis on identifying and securing major and corporate gifts, coordinating and growing annual giving, oversight of donor events, and assisting with grant proposals. The position works with the Data and Office Coordinator to assure accurate constituent records, gift acknowledgement, and donor stewardship.</p>
SPECIAL CONDITIONS (Bondability, altered work schedule, environmental conditions, travel, use of personal automobile, etc.)
<p>The BLC is a small nonprofit with limited resources. The Advancement Manager will be flexible and resourceful.</p>
ESSENTIAL DUTIES (How would you describe the job to someone who has never done it? The main function of the job may or may not be the one in which the most time is spent)
<ul style="list-style-type: none">• Collaborate with the Executive Director and Advancement Committee to create and implement overall advancement strategy to support existing relationships and to secure new and untapped resources

- Identify, cultivate, solicit, and steward leadership annual and major gifts donors
- Conduct outreach and networking to influence and establish corporate partnerships
- Support Data and Office Coordinator with the donor management system to assure accurate donor data management, generate reports, and guide donor stewardship
- Collaborate with Program Coordinator and design consultant to create targeted communications including articles, brochures, etc.
- Oversee, promote and support BLC donor events and fundraising including the 5k
- Collaborate with design consultant on maintaining BLC brand
- Take lead on Giving Tuesday; collaborate with Executive Director and Program Coordinator in developing annual giving appeals
- Provide staff support of the Advancement Committee
- Fulfill other duties as assigned, such grant proposals
- Offer advice and support for grant proposal when requested

MINIMUM REQUIREMENTS

(What is required to perform essential duties?)

- BA degree or the equivalent in experiential learning; MA degree or equivalent in experiential learning preferred
- Demonstrated experience with donor relations, fund development, and fundraising strategies
- Experience with donor management systems
- Well-organized, conscientious, detail-oriented, passionate about literacy and/or education, able to multitask, work collaboratively and independently
- Excellent speaking and presentation skills

Applications will be received on a rolling basis. Interested applicants should send CV/resume and cover letter to alackovich@brunnerliteracy.org with “advancement manager” in the subject line.