



# FULCRUM

## Open Position

<b>Title:</b>	<b>Advancement Operations Coordinator</b>	<b>Supervises:</b>	<b>N/A</b>
<b>Reports to:</b>	<b>Database Administrator</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>When Needed:</b>	<b>Immediately</b>	<b>FTE:</b>	<b>Full-Time, Regular, M-F, In Office</b>

Fulcrum Foundation is seeking a talented, engaging, and compassionate Advancement Operations Coordinator to help us advance our vision of a world where vibrant and innovative Catholic schools offer hope and pursue the common good. We are looking for someone who can work effectively both as an individual contributor and as part of a team. We need a leader who understands best practices in operations, and who is passionate about strengthening the vitality, excellence, and sustainability of Catholic schools through funding and thought leadership. We are looking for team members who share our values of one human family – we serve everyone; justice – we increase access to Catholic education, especially for those furthest from educational justice; and stewardship – we leverage and grow talent and treasure to ensure Catholic schools thrive into the future, and we honor our donors and supporters through transparency and integrity. Our mission is to strengthen the vitality, excellence, and sustainability of Catholic schools through funding and thought partnership. If that sounds like you, we'd like to hear from you. Salary is competitive with non-profit organizations. Fulcrum Foundation offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

### Who We Are:

In March 2002, the Fulcrum Foundation (a 501(c)3 non-profit) was incorporated with the purpose of providing financial assistance for all Catholic schools in the Archdiocese of Seattle through annual fund raising and a significantly increased endowment. We celebrate the leadership of Archbishop Alex J. Brunett for establishing the Fulcrum Foundation and we give thanks for the vision of Father Stephen Rowan, whose passion and dedication gave shape to the organization from the beginning.

**Job Summary:** This position is the backbone of Fulcrum's advancement efforts and overall day-to-day office operations, including overseeing database management and reporting, gift and biographical record management, gift processing and accounting in accordance with the IRS, and general support of the organization.

### Specific Responsibilities:

#### Advancement Support:

- Gift processing:
  - Checks mail daily and enters donations into the donor database
  - Processes credit card donations, including recurring charges
  - Processes ACH transfers/Donor Advised Funds/Stock gifts
  - Processes online donations
  - Generates and mails monthly pledge reminders
  - Prepares and submits check deposits to accounting
- Stewardship:
  - Generates and sends Thank You letter acknowledgements for all qualifying donations

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**Specific Responsibilities/Advancement Support (Cont'd.):**

- Database management:
  - Updates constituent contact information (addresses, phone numbers, emails, etc.)
  - In partnership with the Database Administrator
    - Exports and prepares mailing and email lists for various appeals, newsletters, e-blasts
    - Globally adds data to Raiser's Edge, such as Newsletter mailings and First Friday Update publications
- Event Support:
  - Creates and mails invoices for Celebration of Light sponsorships
  - Preparation and onsite support for all fundraising events
  - Registers guests for Celebration of Light and other fundraising events

**Office Management:**

- Maintains a welcoming office environment for team and guests
- Answers all incoming calls and redirects to appropriate person or takes messages
- Coordinates and sets up in-office meetings in the conference room, including AV for hybrid meetings
- Checks mail daily and distributes to appropriate point person
- Supports internal and external events and meetings (Board/committee meetings, staff retreats, etc.)
  - Prepares printed materials
  - Orders and presents food and beverage
  - Coordinates parking
  - Assists with AV set up
- Prepares mailings (merge letters, print letters, print envelopes, stuff envelopes, stamp, seal, mail)
- Manages petty cash
- Maintains office equipment and office snacks and drinks
- Organizes office supplies and Fulcrum swag closet
- Maintains the Guadalupe Conference Room calendar
- Serves on the Safety Committee to ensure Fulcrum is prepared for any emergency event
- Assists in identifying and troubleshooting IT-related equipment on site, working with Business Operations Director and our IT services provider
- Serves as the primary on-site contact between the Archdiocese of Seattle or Office for Catholic Schools and Fulcrum

**Programs Support:**

- Answers phone to include general program-related questions
- Becraft Scholars event preparation and on-site support
- Provides general support to Programs Director and Becraft Scholars Director

**General Responsibilities:**

- Attends company meetings and engages actively with the team
- Attends and supports the Celebration of Light annual fundraising event
- Supports the company and its leadership team
- Vigorously engages in his/her own professional development with interest to grow within the organization
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the company's constituencies
- Is familiar with and complies with all policies and regulations as put forth in the company's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect employees, customers, vendors, equipment, materials and facilities
- Performs other duties as assigned

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**Education & Experience:**

- High School Diploma or GED required
- Bachelor's degree from an accredited four-year college or university preferred
- Experience working in a non-profit environment preferred

**Required Knowledge, Skills & Abilities:**

- Connection to the mission of Fulcrum
- Strong interpersonal skills
- Strong oral and written communication skills
- Commitment to diversity, equity, and belonging
- Bilingual candidates encouraged to apply
- Donor database software experience, preferably Raiser's Edge
- Ability to maintain confidential information
- Proficient at working in a Microsoft Windows environment, using Office
- Ability to master common automated systems and confidently learn new technology
- Ability to work collaboratively in team situations
- Ability to work and communicate well with other employees, customers, vendors, and specialists within the community
- Creative thinking to improve processes and take initiative
- Flexibility, maturity, and a sense of humor
- Ability to sit or stand and work on a computer up to eight hours in a day
- May be required to work on-call or long hours during events or operational emergency
- Must be able to speak and hear on a phone to interact with donors, vendors, and employees

If this sounds like you, please complete our [employment application](#). Submit your completed application, résumé, and a cover letter indicating why you are interested in the position and in Fulcrum Foundation to [jobs@fulcrumfoundation.org](mailto:jobs@fulcrumfoundation.org).

For more information on our company and benefits, please see our [Careers](#) page.

Thank you for your interest in this position and in Fulcrum Foundation.

This position is open until filled. No phone calls or drop-ins please.

Fulcrum Foundation is an equal opportunity employer. This means we do not discriminate in employment decisions or policies in violation of law on the basis of any legally protected status, including race, color, national origin, citizenship status, creed, religion, gender, national origin, age (over 40), marital status, physical or mental disability, use of a trained service animal, gender identity, sexual orientation, political ideology, HIV status, veteran status, or any other characteristic protected by federal, state, or local laws. Our policy of non-discrimination applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment.

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