



Advancement Assistant

Reports To: Senior Director of Advancement

FLSA Status: Hourly, Non-Exempt

Salary Range: \$27.00 – \$31.00 per hour

Work Schedule:

- Hybrid schedule with frequent in-office days in Seattle (schedule details to be determined)

Position Summary

The Advancement Assistant will serve as a member of the Advancement Department and report to the Senior Director of Advancement. The Advancement Assistant is responsible for the integrity of the Raiser's Edge database, maintaining accurate donor/advancement records, and supporting the Advancement Department's fundraising efforts, including all donor appeals and events.

Essential Duties and Responsibilities

- Maintain accurate records and manage database organization in connection with gift processing to support the Advancement Department's fundraising efforts.
- Responsible for the integrity of the fundraising database, ensuring accurate recording of all donations, and providing support at events
- Utilize Raiser's Edge, Greater Giving, and other software programs to capture and enter, retrieve, calculate, code, and report data
- Review and manage fundraising data and lists for accuracy and ensure confidentiality
- Develop and produce a variety of reports, including mailing lists, donor recognition lists, data files, prospective donor lists, donor portfolios, donor profiles, and other information using reporting tools for all fundraising initiatives
- Order and manage Fulcrum-branded materials
- Print materials for events and manage the inventory of materials
- Perform data entry to ensure accuracy and relevant biographical and demographic information for donors, volunteers, and other constituents
- Assist with the processing, recording, and acknowledgment of all gifts, pledges, and payments received
- Work with the advancement team to oversee online giving pages on the website, which include processing credit card gifts received online and by mail

Disclaimer: This job description is not intended to be an exhaustive list of all duties and responsibilities. Fulcrum may revise this description at any time based on organizational needs.

- Enter meeting notes into records and other requested reports to enable the usage of prospect research data.
- Regularly manage updates to the constituent database and Constant Contact mailing lists to ensure all contacts are properly moved through the advancement process and coded appropriately
- Assist with the annual fund and all appeals, which may include letters, emails, and phone calls to families and donors
- Assist with special events planning, preparation, execution, and processing of online RSVPs
- Compile and create folders and marketing materials for advancement prospect meetings
- Assist the Advancement Department with the following duties: scheduling meetings, calendar, contacts maintenance, meeting preparation, and follow-up
- Process check requests for department expenses

Minimum Qualifications

- Bachelor's degree or equivalent experience in a relevant field (communications, nonprofit management, marketing, public relations, business administration, or related field)
- Valid WA driver's license, reliable transportation, and auto insurance

Skills, Knowledge, and Abilities

- Knowledge of fundraising principles and practices
- Experience developing and maintaining relationships with program and administrative staff
- Self-starter who can drive the processes and procedures for the advancement department
- Ability to oversee and prepare complex database queries, exports, imports, and custom reports in multiple donor databases
- Ability to handle sensitive information with discretion
- Ability to use critical thinking to navigate and analytically solve complex problems
- Comfort with communicating ideas and recommendations clearly
- Is highly organized and systematic, with superb attention to detail and the ability to prioritize and complete tasks with a high degree of accuracy
- Data entry experience required
- Skilled in the use of Microsoft Office Excel and Word

Supervisory Responsibilities

- None

Disclaimer: This job description is not intended to be an exhaustive list of all duties and responsibilities. Fulcrum may revise this description at any time based on organizational needs.

Compensation and Benefits

- Hourly, Non-Exempt (eligible for overtime per Washington State law)
- Benefits include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Employee Assistance Program
 - Health Savings Accounts
 - Section 125 Health and Daycare Spending Accounts
 - Voluntary Benefits: BenefitHub Discount Marketplace with discounts on products, services, and events; InfoArmor Identity Protection through Allstate; Critical Illness, Accident Indemnity and Hospital Indemnity through Voya
 - Long-Term Disability Insurance
 - Life/AD&D Insurance
 - Optional Group Life Insurance
 - Lay Pension Plan with employer contribution after one year
 - 403(b) Retirement Savings Plan
 - Paid Time Off: vacation, sick leave, holidays and early office closures, pregnancy-related leave after one year, jury/witness duty leave, bereavement leave, service member family leave
 - Professional development

Equal Opportunity Employer

Fulcrum is committed to diversity and equal opportunity. We encourage all qualified individuals to apply and join our inclusive team.

To apply, please send a cover letter and resume to Senior Advancement Director Amy Hall at hall.amy@fulcrumfoundation.org.

Disclaimer: This job description is not intended to be an exhaustive list of all duties and responsibilities. Fulcrum may revise this description at any time based on organizational needs.