



Position Title: Advancement Associate

Reports to: Chief Advancement Officer

Position Summary:

The Advancement Associate plays a key role in Steppingstone's Advancement efforts including fundraising, communications, and planning. S/he will report directly to the CAO and will be responsible for (but not limited to) database management, data analysis, and fundraising and stewardship mailings. S/he will work closely with all members of the Advancement team.

This position focuses heavily on database management and analysis and will require the person to be proficient in gift entry, processing donor acknowledgements, receipts, reports, and letters of intent, and tracking constituent notes. A strong understanding and mastery of Excel is required. S/he will also be involved with the strategy for mailings and will be responsible for pulling lists and executing annual appeals as well as other mailings throughout the year.

In addition, the Advancement Associate will coordinate all Advancement team meetings, agendas, and notes and maintain the Advancement calendar. This person will also work with the Chief Financial and Administrative Officer to reconcile gifts on a quarterly basis and in preparation for the annual audit. The Advancement Associate will also play a significant role in all Advancement events including the Gala, Appreciation Party, Alumni Reunion and various fundraising receptions.

Responsibilities include:

- Database management including gift entry, donor acknowledgments, receipts and letters of intent.
- Maintain donor relations by ensuring accurate and timely handling and recording of gifts and related documentation, including administering pledge reminder schedule
- Preparing Advancement dashboard for the Board of Directors on a quarterly basis and identifying trends to support strategic initiatives.
- Tracking all constituent notes, updating constituent codes annually, and maintaining all mailing and email addresses to remain current.
- Creating all mailing lists as needed. Assisting in the preparation and mailing of all Advancement communications.
- Scheduling select meetings for the President and EVP Advancement.
- Creating donor listing for the Annual Giving Report and reconciling with the Chief Financial and Administrative Officer.
- Coordinating Board meetings.
- Maintaining the Advancement calendar.
- Providing assistance for events including the Gala, Appreciation Party, fundraising receptions, Alumni Reunion, etc.
- Additional administrative support as needed.



Qualifications:

- Demonstrated commitment to educational equity and college access
- Must be proficient with fundraising databases and, in particular, FileMaker Pro
- Must be highly proficient in Excel and advanced functions
- Ability to prioritize, organize, and meet deadlines
- Ability to work well with others and be flexible for varying demands
- Strong attention to detail
- Excellent written communication skills
- Strong customer service orientation
- Demonstrated proficiency with data and financial information, strong ability to create reports and spreadsheets using a database.

Education and Work Experience:

- Bachelor's degree or equivalent experience required
- 1-2 years of relevant experience preferred
- Comprehensive benefits package includes health and dental coverage, retirement plan, life and disability insurance, and generous paid time-off

To Apply: Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include **“Advancement Associate”** in the subject line of your email. Resumes without a cover letter will not be considered.

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