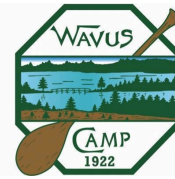




KIEVE WAVUS
E D U C A T I O N



Advancement Associate

Summary

This part-time position is an essential part of our Advancement & Communications team, with a primary focus on processing and reporting gifts in support of our non-profit mission, including year-end availability. The person in this role will manage all gift processing, help to maintain and leverage our constituent database for donor and engagement communications and initiatives, and support the team in other advancement tasks.

Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

Qualifications

Associate degree required; bachelor's degree preferred. Proficient in Blackbaud Raiser's Edge and/or capable of learning and mastering database systems. Organized, detail-oriented, and nimble worker with a steady and solution-oriented mindset. Clear communicator and collaborative team member. Proactive learner who thrives on feedback and working in an environment that promotes taking initiative. Takes pride in the professional and strategic presentation of information and in learning the nuances of our donor base. Have experience with or value supporting non-profit organizations. Ability to maintain confidentiality.

Responsible to: Communications Director & Chief Advancement Officer

Primary Responsibilities

Gift Processing | Available Monday through Friday to process and maintain records on all gifts, pledges, and donor-related transactions. Submits all gift/pledge acknowledgement correspondence, pledge reminders, and matching gift requests. Provides support for the annual audit, fiscal year-end closing processes and documentation.

Reporting | Collaborates in the production, maintenance, and distribution of financial reports including, but not limited to, gift/pledge logs, weekly and monthly reports, executive and campaign dashboards, memorial and society acknowledgements, etc. Generates giving, constituent, and mailing lists.

Database Management | Helps to manage Raiser's Edge NXT, including maintaining detailed constituent records and evolving the database to support KWE's advancement needs.

General Advancement | On-campus presence. Supports the execution of a comprehensive advancement strategy and both mass and customized appeals, stewardship, and engagement. Key collaborator with KWE Business Office.

Support of the Organization | Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to work beyond their job description in order to fulfill it.