

**JOB DESCRIPTION****TITLE:** ADVANCEMENT COORDINATOR (Revised February 2021)**REPORTS TO:** Director of Advancement**CLASSIFICATION:** Full Time, Non-Exempt

**JOB SUMMARY:** Works within the International Folk Art Alliance (IFAA), doing business as the International Folk Art Market (IFAM), Advancement Department to raise funds to support the operations and programs. This position will assist in all fundraising activities, especially but not limited to processing of donor records in the database, gift acknowledgements, reporting, moves management (donor and prospect tracking) data entry and reporting, uploading new constituent data, and general database management; planning and implementing special events supervised by Director of Advancement; general administrative support duties for the Advancement department; This position will be responsible for coordinating annual fund activities, especially but not limited to all direct mail campaigns, online fundraising, and business sponsorships and other duties as assigned.

**ESSENTIAL FUNCTIONS:** This position assumes responsibility for the following duties:

**Customer Relationship Management and Administration**

- Process donations and prepare acknowledgement letters and other correspondence.
- Ensure the integrity of donor data; continually update and correct database records; continually improve record keeping and processes; assist with database management.
- Assist in successful cultivation of potential donors and conduct prospect research related to annual fund, major gifts program, and capital campaigns.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports, dashboards and other reports as needed.
- Manage relationships on the database and communicate accordingly with various stakeholders (Board of Directors, Executive Director, and the Director of Advancement) for updates.
- Conduct preliminary research on prospective corporate, foundation and individual donors.

**General Administration**

- Handle all administrative details associated with organizational events, and Advancement Department and other meetings (i.e. prepare and distribute notices, agendas, minutes, refreshments etc.).
- Provide administrative support to Director of Advancement, including managing the department calendar of deadlines and events.
- Reconcile with Finance Department on a monthly basis and provide reports to Finance Department during yearly audit.
- Serve on Advancement Committee and support board-related fundraising activities (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Coordinate productions and mailing of spring and year-end appeal letters.
- Maintain foundation, corporation and individual donor files.
- Work with Advancement and Finance teams to develop and maintain best practices and strategies for the database as it relates to donor management.

- Schedule and supervise volunteers as needed to assist with administrative projects, especially during IFAM Santa Fe.

### **Annual Campaign**

- Responsible for cultivation, solicitation, and stewardship of donor portfolio, as assigned.
- Distribute complimentary and donor/member benefit tickets prior to the flagship, IFAM Santa Fe event, related to their donation and/or member benefits.
- Provide support to the VIP program that takes place at IFAM Santa Fe.

### **Business/ Corporate Sponsorships**

- Identify, cultivate, and solicit businesses/corporations for sponsorships and in-kind support, as assigned.
- Help prepare business sponsor packages outlining levels of giving and associated benefits for event sponsors.
- Help track grant activities and reporting responsibilities.
- Assist with proper recognition, signage, acknowledgements, etc. at the events.
- Assist with the preparation of reports to businesses on use of sponsorship funds and recognition for their support.

### **Other Duties**

- Perform other duties as assigned.

### **QUALIFICATIONS:**

A Bachelor's Degree or equivalent preferred; 2-3 years of nonprofit fundraising experience or 3-5 years administrative experience, including private foundations and government; a proven track record of creating effective fundraising strategies for diverse revenue streams, to all include the following:

- High level of accuracy; excellent attention to detail
- Excellent writing and proofreading skills (During interview process, we will request a writing sample)
- Expertise in Microsoft or comparable spreadsheet software, and mail merge
- Experience with remote meeting software (Zoom, GoToMeeting)
- Passion for the mission of the International Folk Art Market Santa Fe

### **Preferred:**

- Experience with donor management software (Raiser Edge, Bloomerang) and other online fundraising software (Onecause, Crowdfunding)
- Experience with estate planning & planned giving
- Prior experience working remote
- Travel may be required.
- Driver's license is required.

### **PHYSICAL DEMANDS:**

- Ability to sit and/or stand for sustained periods of time.
- Repetitive motion – substantial movements of the wrists, hands and fingers.

- Close visual acuity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal.
- Ability to convey and receive detailed or important spoken information to and from others accurately.
- Ability to lift up to 30 pounds occasionally.
- Exposure to both indoor and outdoor environments.

**WORK ENVIRONMENT/DYNAMICS:**

This position takes place in a fast-paced environment, especially during the two months prior to and during the production of International Folk Art Market Santa Fe. The incumbent should be prepared to be on-call during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable developments including changes in IFAA structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected, as is a high degree of personal integrity and trustworthiness.

My signature below indicates that I have reviewed this job description and received a copy of it.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date