



**Date Updated:**  
November 4, 2021

**Title:** Advancement Coordinator  
**Reports To:** President / Founder  
**Classification:** Part-time, Hourly

**Job Summary:** Joy's House retains a compassionate individual to champion our values of **self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion** in this position. This role will join our Joy's House team to serve our families and community by providing *exceptional* adult day and caregiver services.

**Primary Responsibilities:**

- Manage grant timeline
  - Oversee grant portfolios
  - Write reports accordingly
  - Research new, prospective funding sources
  - Complete applications, as requested
  - Work cross-departmentally to ensure grant-funded projects are on-track and obligations are fulfilled within the terms of the grant agreement
- Support Advancement team and efforts
- Support event management efforts
- Manage local and national award applications
- Ensure donor records are accurate and up to date with recent correspondence and submissions
- Oversee customer relationship management system
- Process all gifts and acknowledge with a tax letter
- Create progress reports and provide historical analyses for the Advancement team as needed
- Compile end-of-year donor list for Annual Report and Calendar
- Assist development team with stewardship activities, events, and other support as needed (i.e. JOJ Breakfasts)
- Gather and organize statistics, survey results and other measurables, as needed, for development and marketing purposes

**Minimum Qualifications:**

- Bachelor's degree or equivalent experience
- One to three years of experience in proposal writing, editing and management, preferably with a proven track record of successful grant awards
- Flexible, multitasking and strong prioritization skills are mandatory
- Strong communication skills, including written/email and spoken/phone
- Highly organized and self-motivated to remain focused on various tasks at once
- Must be friendly, collaborative and people-oriented
- Computer literate (proficient in Microsoft applications including Outlook, Excel, Word, and PowerPoint; Customer Relationship Management software experience is a plus)
- Must be able to lift 50 pounds

At Joy's House, we celebrate our values of *Individuality* and *Inclusion*.

Employment opportunities at Joy's House are based upon one's qualifications and capabilities to perform the essential functions of a particular job. Joy's House is an equal opportunity employer.