



Date Updated:
August 6, 2024

Title: Advancement Coordinator
Reports To: Advancement Manager
Classification: Full-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.

Start Date: Monday, September, 30th, 2024

Primary Responsibilities:

Advancement –

- 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 development team and efforts (i.e. mailings, sponsorship benefit management)
- Support event management efforts (i.e. JoJ Breakfast, Gala, Salons, Marketing Events)
- Apply for and manage local and national award applications
- Ensure donor records are accurate and up to date with recent correspondence and submissions
- Ensure that handwritten notes are written to donors and volunteers as appropriate
- 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
- Gather and organize statistics, survey results and other measurables, as needed, for development and marketing purposes
- Coordinate volunteer groups

Support Joy's House President/CEO and Board of Directors –

- When needed, assist President in managing calendar, scheduling appointments, speaking engagements, organizational annual calendar, etc.
- In collaboration with President, prepare meeting agendas, reports, handouts in advance of meetings
- Coordinate, schedule, and take minutes for Board (if requested), Executive Committee and Governance Committee meetings
- Maintain board contact list and communications, including meeting information and opportunities to engage

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.