

**JOB DESCRIPTION: ADVANCEMENT AND EVENT ASSOCIATE**  
**June 2023**

The Island Housing Trust (IHT) is a non-profit community land trust and community development corporation on the Island of Martha's Vineyard. This position will report to the Chief Advancement Officer for the first 6 months of employment and then Annual Fund Director. The position is full-time, 40 hours per week and will provide administrative support to the Advancement department.

- Maintain a working knowledge of our Donor Perfect database
- Process physical donations (retrieve checks from post office, copy checks, and input into database, prepared acknowledgements, prepare for deposit and make deposits into proper accounts)
- Process online donations
- Create and mail donor acknowledgements
- Maintain digital files for all donations and acknowledgements
- Assist with all Advancement events. Physical labor is necessary.
- Assist with fundraising campaigns
- Create pledge and one-time donation reconciliation report for financial controller
- Utilize database and other management information and tracking systems used by the Advancement office
- Assist with pledge reminders
- Assist in tracking prospects and conducting prospect research
- Run and prepare standard and ad hoc reports, update and analyze spreadsheets
- Interface, at time with potential donors, prospects and investors
- Assist in the creation and management of our Annual Report and other mailings
- Participate in Advancement and staff meetings
- Prepare and assist with Summer Tours
- Other tasks as assigned