

JOB DESCRIPTION: ADVANCEMENT 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 team.
- 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 mailings.
- Participate in Advancement and staff meetings.
- Prepare and assist with Summer Tours.
- Other tasks as assigned.

Qualifications, Knowledge, Skills:

- Excellent written and verbal communications skills.
- A strong orientation to customer service.
- Ability to meet deadlines.
- Superior organizational skills and the ability to manage a variety of fast-paced projects are important.
- Attention to detail is a must, along with the ability to think critically.
- Must possess a focused and self-starting attitude, the ability to work equally well independently as well as part of a team with a variety of personalities.
- The ability to prioritize work and balance long-term projects with day-to-day responsibilities is key.
- Must be able to confidently represent IHT when interacting and communicating with key

leadership both internally and externally.

- Demonstrate a strong understanding of, and commitment to, maintaining confidentiality of sensitive financial information.
- Solid computer skills and competency in Microsoft Office Suite products, **especially Excel**, is absolutely necessary.

Experience:

- Associate degree and/or administrative training degree required.
- One to two years administrative experience.