



## **MEMORY CARE™ HOME SOLUTIONS**

4389 West Pine Blvd  
St. Louis, MO 63108  
[www.memorycarehs.org](http://www.memorycarehs.org)

# **Memory Care Home Solutions**

## **Advancement Administrative Specialist**

### **Organization Overview**

Memory Care Home Solutions is a 501(c)(3) nonprofit organization that exists to extend and improve quality time at home for families caring for loved ones with memory loss, dementia, or Alzheimer's disease. This mission is realized through a unique evidence-based intervention program that pairs home-based caregiver training, dementia care education, and safety assessment with ongoing family follow-up assessment and resource referrals. As a result, family caregivers are equipped to provide the best possible care to their loved ones, to effectively manage stress, and to sustain meaningful relationships within the family. Memory Care Home Solutions actively partners with Missouri stakeholders to minimize health care utilization costs at the individual, community, and institutional levels.

### **Position Overview**

In accordance with Memory Care Home Solutions' policies and procedures, the Development Operations Specialist provides support to the Director of Advancement and Executive Director. This position has the responsibility of overseeing all organization and administrative details regarding advancement, marketing, and public relations. The position requires excellent communication skills, written skills, the ability to judge professional interactions with high-net-worth individuals, time management, organization, and strong attention to detail. This position reports to the Director of Advancement.

### **Minimum Qualifications**

- High school degree or GED. Associates degree preferred.
- 1-2 years of nonprofit development supporting experience required.
- Provide proof of and at all times maintain a valid Driver's License for the duration of employment.
- Provide proof of and at all times maintain valid auto liability insurance for the duration of employment.
- Able to lift thirty (30) pounds.
- Able to work in a physically demanding environment as needed.
- Working knowledge of all Microsoft Office products e.g. Outlook, Excel, and Access
- Able to professionally communicate on the phone and in-person on behalf of the organization, with courteous and timely follow up

### **Preferred Qualifications**

Development Operations Specialist Position

- Experience working independently on multiple projects – managing details with little supervision.
- Experience maintaining accurate data input and maintenance
- Experience working with Donor Data Management Software, preferably Donor Perfect
- Experience supporting senior-level directors in a fast-paced, dynamic environment

**Experience**

**Key Performance Objectives/ Responsibilities**

<p><b>Administrative and Support Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Organize registration, donation collection for special events</li> <li>▪ Purchase supplies as needed</li> <li>▪ Maintain an adequate supply of office materials for use as needed in the Advancement office</li> <li>▪ Review, create and maintain department information storage processes and procedures</li> <li>▪ Receive and open all Advancement Mail and Checks, report as required</li> <li>▪ Responsible for all data input into donor database, be able to report on information as requested</li> <li>▪ Maintain accurate up-to-date donor database including all necessary profile edits and visit notes</li> <li>▪ Maintain calendar, provide scheduling, meeting set up, and support for the Director of Advancement and Executive Director</li> <li>▪ Organize facility tours through completion with relevant follow up, reserve meeting rooms as needed</li> <li>▪ Perform other administrative duties as needed (e.g. Submitting PTO, reimbursements, and other administrative paperwork as requested, errands)</li> <li>▪ Taking minutes at any meetings requested by leadership and taking dictation as needed</li> </ul> <p><b><u>Measurables:</u> Points are defined above</b></p>	<p>50% of time</p>
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<p><b>Advancement Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Assist in proactively planning for scheduled meetings/events as it relates to Advancement Department</li> <li>• Provide weekly reports, income emails highlighting all gifts and pledges - including in-kind gifts</li> <li>• Process and send donation acknowledgement and tax letters, refreshing language as needed</li> <li>• Create monthly development reports and reconciliations</li> <li>• Work with Advancement leadership on specified event related responsibilities (executing all required tasks through measurable completion)</li> <li>• Assist in external communications timeline to ensure all Sponsorship, appeals and the like drop on time as identified in the timeline</li> <li>• Provide front line support for all donor related activities and contacts</li> <li>• Assist with Donor communications, stewardship and moves-management plan as needed</li> <li>• Gather, organize, and maintain all organization testimonials and stories for marketing and fundraising purposes</li> <li>• Drafting and/or editing Director correspondence, including drafting copy for both internal and external communications</li> </ul> <p><b>Measurables: Points are defined above</b></p>	<p>50% of time</p>
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**Submit Resume to [sschoenig@memorycarehs.org](mailto:sschoenig@memorycarehs.org)**