

4389 West Pine Blvd

St. Louis, MO 63108

[www.memorycarehs.org](http://www.memorycarehs.org)

**Memory Care Home Solutions**

**Advancement Associate**

**Organization Overview**

Memory Care Home Solutions (MCHS) is a 501(c)(3) nonprofit organization that exists to improve dignity and quality of life for people living with dementia and their care partners by transforming evidence-based interventions into effective healthcare solutions. The vision of MCHS is that all people with dementia and their families will have access to the highest standard of care to live on their own terms, safely and with dignity. Through our services, family care partners are equipped to provide the best possible care to their loved ones, effectively manage dementia progression at home, and sustain meaningful relationships within the family. Memory Care Home Solutions actively partners with national and local 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 Advancement Associate provides support to the Director of Advancement. 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 across multiple platforms, and strong attention to detail, specifically as it applies to data health/maintenance. This position reports to the Director of Advancement.

**Minimum Qualifications**

* Approximately 1-2 years in administrative supporting experience required
* Approximately 1 year of experience maintaining accurate data input and general database upkeep
* 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
* Working knowledge of all Microsoft Office products e.g. Outlook, Excel, and Word
* Able to read and translate cursive English to archive important records
* Able to communicate on the phone professionally and politely, as well as in emails and in-person on behalf of the organization, with courteous and timely follow up

**Preferred Qualifications**

* Bachelor’s Degree Preferred
* 1-2 years of nonprofit/development supporting experience required
* Experience working independently on multiple projects – managing details with little supervision.
* Experience working with Donor Data Management Software, preferably Donor Perfect
* Experience supporting senior-level directors in a fast-paced, dynamic environment
* Experience working with Canva and/or Adobe Creative Suite

**Key Performance Objectives/ Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Administrative Responsibilities** | * Maintain an adequate supply of office materials for use as needed in the Advancement office * Receive and open all Advancement Mail and Checks, report income as required by the Director of Advancement * Maintain calendar, provide scheduling, meeting set up, and support for the Director of Advancement * Organize facility tours through completion with relevant follow-up, reserve meeting rooms as needed * Perform other administrative duties as needed (e.g. Submitting PTO, reimbursements, and other administrative paperwork as requested, errands) * Taking minutes at any meetings requested by leadership   **Measurables: Points are defined above** | **25% of time** |
| **Donor Relations/Fundraising Responsibilities** | * Assist in proactively planning for scheduled meetings/events as it relates to Advancement Department, making confirmation calls 24 hours in advance * Provide weekly reports, income emails highlighting all gifts and pledges - including in-kind gifts, new donors and donations over $500 * Process and send donation acknowledgement and tax letters, refreshing language as needed * Assist with monthly pledge reminders and tracking * Make weekly thank you calls as directed by Director of Advancement * Assist Advancement Leadership in external communications timeline to ensure all appeals, event information and the like drop on time as identified in the timeline * Assist with Donor communications, stewardship and moves-management plan as needed   **Measurables: Points are defined above** | **25% of time** |

|  |  |  |
| --- | --- | --- |
| **Special Projects/ Events** | * Assist as needed with coordination and execution of all special events * Work with Advancement leadership on specified event related responsibilities (executing all required tasks through measurable completion) * Gather and catalogue all organization testimonials and stories for marketing and fundraising purposes. Adding 10 new testimonials and 1-2 new care partner stories per month * Drafting and/or editing Advancement department correspondence, including both internal and external communications   **Measurables: Points are defined above** | **25% of time** |

|  |  |  |
| --- | --- | --- |
| **Data Maintenance and Records** | * Review, create and maintain department information and records for Donor Database * Responsible for all data input into donor database, be able to report on information as requested, including knowledge of pulling reports relevant to Advancement needs * Maintain accurate up-to-date donor database including all necessary profile edits and visit notes * Point of contact with Webmaster, maintaining an up-to-date website at all times. * Create monthly development reports and accounting reconciliations   **Measurables: Points are defined above** | **25% of time** |