Position Title: Advancement Associate  
Date Posted: 2/8/2022  
Department: Advancement  
Reports to: Associate Director of Advancement  
FLSA Classification: Exempt  
Type of Position: Full-time, 40 hours/week

**GENERAL DESCRIPTION**

The Advancement Associate works as a member of the Advancement team with primary responsibility to coordinate the day-to-day tasks needed to cultivate, identify, acknowledge and steward contributed revenue donors in support of the mission and vision of the Northern Virginia Science Center Foundation. The Associate reports to the Associate Director of Advancement, is an active member of the Advancement team and works collaboratively with members of the Administrative, Experience, Communications, and Finance departments in service to our mission.

**SPECIFIC JOB RESPONSIBILITIES**

- Primarily responsible for:
  - Processing all pledge/gift entry and acknowledgements for contributed revenue donations through Altru database;
  - Tracking and coordinating solicitation strategies for Individual giving (pledge donors, renewing/retaining one-time donors and acquiring new donors);
  - Tracking and coordinating corporate, foundation and organizational giving schedules;
  - Managing constituent data in Altru database, Microsoft Excel spreadsheets, and Constant Contact email marketing lists; including proficiency in maintaining dynamic database queries;
  - Assisting Advancement Coordinators (2) with managing regular donor correspondence (pledge reminders, invoices, acknowledgements, birthday cards, etc);
  - Participating in annual audit process needs with team and Finance department;
  - Assisting Advancement Director in coordinating logistic needs for cultivation and stewardship events;
  - Assisting Advancement Director and Associate Director in coordinating information and activities of the Board External Affairs Committee, Ambassador Committee and department volunteers.

- Participates as an integral member of Advancement team to maintain/grow Center’s fundraising including:
  - Budget review and setting of Advancement annual plan and goals to align with Center’s Strategic Plan;
  - Building strong relationships with current and future donors;
  - Managing and utilizing technology for efficient donor communications and tracking;
  - Assisting with donor/prospect event coordination and implementation; and
  - Working with volunteers and consultants.

- Other duties as assigned.

**QUALIFICATIONS AND CHARACTERISTICS**

**REQUIRED QUALIFICATIONS**

- 1-3 years’ experience working in a nonprofit Advancement/Development office;
- Proficiency in using CRM database technology; knowledge of Blackbaud systems is a plus.
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- Expertise in use of technology for Advancement activities including database tracking/reporting, research, email marketing, social media and online giving communications.
- Skilled in developing and sustaining relationships with donors, board members and key volunteers.
- Strong knowledge of Advancement processes to acquire, cultivate and steward donors.
- Bachelor’s degree encouraged.

**IDEAL PROFESSIONAL CHARACTERISTICS**
- Superior attention to detail and organizational skills.
- Ability to work self-directed.
- Strong relationship skills and excellent written and verbal communication skills.
- Demonstrated ability to forge mutually respectful, trusting, and effective relationships with a diverse group, including providing excellent customer service.
- Proven success as a team member who can contribute to a positive and effective work environment.
- Comfortable and up-to-date with current technology.

**PERSONAL CHARACTERISTICS**
- Be a passionate advocate for hands-on STEM learning, personally and professionally committed to the Science Center mission, objectives and programs.
- Be a persuasive and articulate communicator who is able to connect with a broad spectrum of people in a meaningful way.
- Able to energize and engage potential supporters.
- Emotionally mature, with a sense of humor to maintain balance and perspective.

Successful completion of a criminal background check. Successful completion of a national background check and drug screening may also be required.

**FULL-TIME BENEFITS**
- Fully-Paid Medical Premiums for employee; option to add Vision, Dental and dependents at employee expense
- 401(K) Retirement Plan
- Paid Time off (3 weeks); Paid Holidays (10)
- Professional Development Opportunities and Partial Assistance
- Flexible schedule and remote work opportunities
- Science Center membership with ASTC and ACM reciprocity to hundreds of museums around the US and globe
- Business Casual Dress
- Credit Union Membership

**PHYSICAL DEMANDS OF JOB**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

**Frequently required to:**
- ☒ Speak and hear;
- ☒ Stand upright and/or walk on feet for up to five (5) hours at a time;
- ☒ Sit for up to five (5) hours at a time;
Use hands and digits to manipulate, handle, and feel.

**Occasionally required to:**
- Perform repetitive motions;
- Use eye, hand, and foot coordination.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**WORK ENVIRONMENT OF JOB**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Advancement Associate encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the responsibilities of the job, the employee is required to utilize computers and associated technology for long periods of time. The noise level in the work environment is typically low to moderate.

**CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the Advancement Associate position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children’s Science Center reserves the right to revise duties as needed.