Position Summary

The Advancement Associate primarily supports development activities for the organization. The position's core responsibilities focus on research, preparation, and record keeping for fundraising and donor relations related to Development, as well as the Fiscal Sponsorship program. This position will also include general support for the President & CEO.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following list comprises the primary job responsibilities; it is not designed to be a comprehensive listing of all activities that may be required.

This position will support 60% Development, 20% Fiscal Sponsorship Program, and 20% President/CEO. The position will report directly to the Development Director.

- Maintain accurate records and data entry of gifts and grants
- Prepare and coordinate donor and grantor thank you letters and cards and coordinate internal communication
- Maintain accurate records for required reporting and deadlines for grants, communicate upcoming deadlines with appropriate staff, and update database
- Maintain organized, up to date, and complete files for all funder relationships, either digital or paper as required
- Maintain process and procedure documents related to development functions
- Create and distribute Sales Force reports to support development activities and workflow
- Assist in preparation of grant requests and compiling grant materials
- Assist in preparation or required reports for grants
- Assist in research and planning for development activities
- Assist in planning and creation of individual donor requests and records
- Oversee logistics and event planning for development related events
- Prepare analysis of grant reports to support periodic and annual planning and budgeting
- Support the President & CEO in managing schedules and preparing and coordinating meetings
• Provide periodic assistance to the President & CEO for research, report development, and information management
• Other duties as assigned or required to meet business needs.

Qualifications

• Commitment to the organization’s mission, vision, and values
• Commitment to diversity, equity, and inclusion
• Aptitude for and desire to work with writing and storytelling
• Comfort with and aptitude for managing information, schedules, and using databases
• Action-oriented, organized, self-starter with time-management skills
• Great attention to detail
• Ability to make decisions and act within established policies and procedures
• Excellence in managing projects, from conception to completion
• Willingness to work in an often changing and fast paced environment
• Exceptional communication skills and follow through
• Problem solving skills and ability to resolve conflicts
• Curiosity and eagerness for learning

Education and Other Training:

• Required:
  o Associate degree is preferred or the equivalent combination of education, training, and experience
  o Proficiency in using technology including Microsoft Office Suite
• Preferred:
  o Prior experience in nonprofit organizations

Compensation

Salary range: $40,000 – $43,000

Excellent benefit package includes medical, dental, life, and disability insurances, along with retirement and generous leave policies.

Interested candidates should send a cover letter and resume by 5 pm on Monday, November 2, 2020, to Garrett Backes, Development Director, at gbackes@propelnonprofits.org.

Propel Nonprofits is an equal opportunity employer.
About Propel Nonprofits
Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital. Its services include accounting and finance, board governance, fiscal sponsorship, lending, skills and knowledge sharing, strategic consulting, and training. Propel Nonprofits serves nonprofit organizations in Minnesota and the adjacent states of Wisconsin, Iowa, North Dakota, and South Dakota.

About our Services

Lending: Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings.

Technical Assistance: TA helps nonprofits understand their financial situation, identify priorities, and develop a plan of action for the near and long-term future.

Training: The training program offers 100-150 training events annually on topics related to nonprofit finance, strategy, and governance.

Strategic Consulting & Board Development: Propel Nonprofits’ consulting team works with nonprofits to develop strategic and operational plans, provide customized board training and facilitation, and chart new paths for collaboration and partnerships.

Accounting and Finance: Our staff of experienced accountants work with nonprofit to tailor QuickBooks Online for their needs, develop in-house accounting expertise, and support nonprofit clients working with Propel Nonprofits’ other programs.

Fiscal Sponsorship: Our fiscal sponsorship program works with dozens of mission-driven organizations, projects, causes, and collaborations annually to test drive ideas as they build infrastructure, set goals, and develop their business models. As fiscal sponsor, Propel Nonprofits offers the ability to accept charitable contributions while waiting for IRS 501(c)(3) application approval; we also offer guidance and insights, organizational development, financial and board governance templates and trainings, and a bridge to helpful relationships.

Resources: Propel Nonprofits has developed an extensive online library of videos, articles, financial examples and templates, and glossary of financial terms.
Our Guiding Principles & Core Values
At Propel Nonprofits, we’re in the business of powering those on the frontlines working for the good of our communities, which requires dedication and a shared vision. Our Theory of Change is that when nonprofits are well led, well resourced, and well connected they achieve mission success. As we work toward our mission of fueling the impact and effectiveness of nonprofits with guidance, expertise, and capital, we use these principles as a strategy screen, as accountability markers, and as a handshake, whether you’re new through our door or an old Propel friend.

Champion nonprofits
We love nonprofits – their people and their missions. We are optimistic about their ability and believe in their power to change the world because we see their work in action every day. They are experts at connecting communities for change, bold leaders who take risks, and folks who stand up and take action in the face of injustice. Nonprofits are champions of good; we are champions of nonprofits.

Be a mutual and trusted partner
The work of standing up for your mission takes courage, honesty, and a friend who believes in you. We enter our partnerships with respect and kindness, aiming to be the champion in your corner, a trusted confidant, and the one helping identify the elephant in the room when an issue needs to be named. “Be helpful” is one of our mottos, and for us, this means listening first, then supporting nonprofit leaders’ expertise with our own. We value honesty with empathy, and usually around a table with coffee.

Advance justice
We power nonprofits because they are helping create more just, equitable communities. Nonprofits leaders work beyond themselves to reshape systems that have historically withheld power, address the immediate gaps left by other institutions, and provide access to resources for all. We stand with them in a shared commitment to social, racial, and economic justice; as a community development financial institution, we collaborate to give nonprofits and their constituents access to capital, resources, and ownership of their decisions.

Stay curious
In an ever-changing world, we believe adaptability and creative problem solving comes from always having one more question. We love to learn from each other and from our nonprofit partners, and then generously share the insights and knowledge we’ve gained. Nonprofit leaders are experts at what they do, so we’re always building upon our own expertise in nonprofit finance, strategy, and governance to best support them through hard decisions, life cycle pivots, and ecosystem shifts.

Have fun
We embrace joy and emit optimism. This means honoring mission moments, celebrating wins and brave decisions, equipping courageous leaders and standing by them, and bringing enthusiasm and a sense of humor to our relationships and work. We take the long view and surround ourselves with people and partnerships who make us smile and help us imagine the world we’re working toward.