



## **POSITION DESCRIPTION: ADVANCEMENT ASSOCIATE (FULL TIME)**

### **Faith in the Future Foundation Overview**

Founded in 2012, Faith in the Future is an independent not-for-profit organization that manages a network of 17 high schools and four special education schools owned by the Archdiocese of Philadelphia, serving nearly 14,000 students across the five-county region. We also oversee the Office of Catholic Education, which supports all of the parish and regional elementary schools, serving another 45,000 children. The Foundation has raised over \$15 million over the past four years and invested the funds in the growth and sustainability of our schools. We have halted decades of declining enrollment and reversed the negative financial trend. We are now poised for organic growth and we are ready to make the next level of investments to ensure that every student in our school system receives an excellent Catholic education.

### **Advancement Associate**

The Faith in the Future Foundation is seeking a high energy, proactive team player to enhance our prospect research and communications functions at the Foundation. The Advancement Associate provides primary support for all aspects of the Foundation's fundraising programs and communications initiatives. The Advancement Associate oversees institutional communications and serves as a communications liaison between the Foundation, our schools and the Archdiocese of Philadelphia. As a key member of Foundation's six-member team, the Advancement Associate will coordinate prospect research and planning to support major gifts for the Foundation. This position reports to the Chief Development Officer.

### **Duties:**

- Coordinate production of e-newsletters, annual reports, brochures and other communications
- Maintain Foundation's website and facilitate social media campaigns
- Support the major gift function at the Foundation by coordinating prospect research for donors and prospects
- Manage a small team of interns to the support the work of research and communications for the Foundation
- Assist and help coordinate special events
- Research and prepare proposals to foundations and funders
- Prepare reports and coordinate stewardship activities for grants and donations
- Ensure that donors are acknowledged, recognized, and stewarded in timely and meaningful ways.
- Perform other duties as assigned by the Chief Development Officer.

### **Required knowledge, skills, and abilities:**

- The ideal candidate will possess a strong affinity for Catholic education and an interest in education reform
- Ability to work independently and as a member of a team with a small but

- dedicated group of professionals in a startup environment
- Experience in and commitment to using computer-based donor relationship management systems (e.g., Raiser's Edge) in support of fundraising efforts.
  - Excellent interpersonal skills, including the ability to communicate effectively and concisely (both in writing and orally) with multiple audiences
  - Demonstrated ability to manage multiple projects and deadlines
  - Experience with all Microsoft Office applications (Word, Excel, Power Point)
  - Experience with a variety of social media platforms acting as administrator and implementing strategies to grow a social media audience.
  - Experience managing a Word Press website
  - Personal characteristics associated with successful fundraising professionals, including a vigorous work ethic, sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, intellectual curiosity, personal and professional stamina, and the temperament to work effectively and productively with colleagues, donors, volunteers, etc.

**Preferred education and experience:**

- Bachelor's degree required; advanced degree and/or record of continuing professional development preferred
- Experience working closely and naturally with senior leaders, high-level volunteers, and high-net-worth individuals
- Excellent donor, prospect, volunteer and board communications/relations skills
- Ability to work independently and within a team environment.

Candidates interested in the Advancement Associate position at **Faith in the Future Foundation** should send a cover letter describing their experiences, resume and salary requirements Jim Friend, Chief Development Officer, 550 American Avenue, Suite 300, King of Prussia, PA 19406 or to [jfriend@faithinthefuture.com](mailto:jfriend@faithinthefuture.com) with the subject line: Advancement Associate. **The deadline for application is August 31, 2016.**

Interviews will be granted to the most qualified applicants. Faith in the Future may waive qualifications relating to experience if such a waiver is warranted by other considerations.

For more information about Faith in the Future, please visit our website at [www.faithinthefuture.com](http://www.faithinthefuture.com). No phone calls, please.