

POSITION PROFILE

POSITION TITLE: Advancement Coordinator

SALARY LEVEL: DOE

FLSA STATUS: Non-Exempt

REPORTS TO: Development Director

HOURS: Part Time, 24 hours a week, occasional evenings and weekends required.

SUMMARY:

As Advancement Coordinator, you'll be responsible for supporting the Nursery's relationships with investors, community partners and volunteers.

RESPONSIBILITIES:

- Support the Development Team with all aspects of the sales process including, but not limited to, predisposition, getting the visit and follow-up.
- Assist in prospecting for new and improved relationships with community partners.
- Schedule, set-up, document and follow-up with partner visits made by the Development Team.
- Develop and maintain monthly metrics reports for fundraising and community engagement.
- Distribute, track and document all Board of Trustees thank you committee calls.
- Passionately share the Nursery's mission, vision and impact stories to individuals and small groups on tours and at public speaking engagements.
- Actively participate, collaborate and support the Nursery's development team, and senior leadership, as directed.

SKILLS:

- You're passionate: You deeply care about the Nursery's mission and its impact and your passion is contagious.
- You're a people person: You're natural and authentic, and you value relationships.
- You've got great phone skills: You're not afraid to talk to or make asks on the phone and can handle a polite 'no thanks' just fine. Your energy, passion and drive are as evident on phone calls as in-person.
- You're ambitious: You see something that can be improved, and you're not afraid to work to make it better. You have a strong desire to make every community partner have a great relationship with the Nursery.
- You're process driven: You're great at working a sales process to get results and you enjoy the process.
- You're adaptive: You have no problem getting work done but also work well in a team setting and are eager to learn from others.

MUST-HAVES:

- Associates Degree in business, communications, marketing or related field.
- 2+ years of sales or sales support experience with proven, and successful, results.
- Understanding of CRM/donor management software (DonorPerfect preferred).
- Proficient with Microsoft Office including Word, Excel and Outlook.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.



- Ability to lift up to 25 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in an office environment with a quiet to moderate noise level. When attending special events employee may be exposed to a variety of outdoor weather conditions and noise levels. Occasional travel may be required.

ABOUT VANESSA BEHAN CRISIS NURSERY

The Vanessa Behan Crisis Nursery is a community movement in response to the loss of Vanessa Kay Behan who died of child abuse related injuries in 1982. From the beginning, we've been dedicated to the idea of preventing her story from happening again by keeping kids safe, strengthening families and connecting the community. Since its doors opened in 1987, the Vanessa Behan Crisis Nursery has been a safe haven for thousands of kids in Spokane County and has provided over 1 million hours of care to children in the community. For more information visit: www.vanessabehan.org.