



Auburn

Trouble the waters. Heal the world.

Job Description

Job Title:	Philanthropy Associate
Department:	Strategic Philanthropy
Reports To:	Vice President, Strategic Philanthropy
Status:	Full-Time, Exempt, Salaried
Start Date:	September 1, 2017

Auburn is a multifaith leadership development and research center working with secular and faith-rooted justice leaders on a national scale, as well as at the grassroots level, who exhibit the drive and potential to awaken the spirit of possibility within each of us to catalyze change and face the challenges of our fragmented, complex time.

Using innovative, research-based methodologies, Auburn equips bold and resilient leaders to frame the critical conversations of the day, and to mobilize the public to work across divides to create the world for which humanity longs. We provide them with education, research, support, and media savvy, so that they can bridge religious divides, build community, pursue justice, and heal the world. Learn more at AuburnSeminary.org.

SUMMARY

The Philanthropy Associate provides crucial support for a wide range of fundraising activities in a busy environment. Being proactive, highly organized, detail minded, taking ownership of tasks, managing priorities, exercising good judgment, and taking directions well are instrumental to the success of this position. The Philanthropy Associate can expect to deepen and expand his/her data and prospect management and fundraising skills and is encouraged to set performance and learning goals under the guidance of the VP, Strategic Philanthropy to ensure professional growth.

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

Administrative

- Provides administrative support to VP, Strategic Philanthropy and monitors department administrative projects.
- Drafts, writes and sends acknowledgement letters and other correspondence to donors.
- Coordinates productions and mailings of online and print appeal letters as directed.
- Assists in online fundraising and with special events.
- Assists in preparing reports to individual and major donors.
- Conducts and updates donor and prospect research, including major gift prospects and maintains research profile folders.
- Acts as a liaison between Strategic Philanthropy and various departments as directed throughout Auburn to ensure timely responses and efficient communication between departments.

Database

- Assists in generating reports, creating queries, and exporting data that serves the needs of Auburn's print and electronic appeals, stewardship, major gift cultivation and solicitation and overall fundraising operations.
- Helps to ensure the integrity and accuracy of Auburn's donor constituency database in collaboration with other Auburn staff and with the Technology Team.

Gift Processing

- Tracks all daily financial receipts to Auburn in Salesforce. Assists in completing the check-log process in a standard, systematic, reliable style in accordance with procedures set by Auburn's finance team and industry's best practices.
- Prepares pledge reminders.
- Manages and generates all gift acknowledgements, ensuring that gifts to Auburn are acknowledged in a timely way.
- Serves as the keeper of all backup documentation that accompanies contributions to Auburn and as the resource for others as questions arise regarding the particulars of any given gift.
- Exhibits flexibility and proactive participation in adapting to new systems as Auburn's revenue sources become more technologically advanced and prolific.

QUALIFICATIONS & REQUIREMENTS

- Minimum of 1-3 years experience in a fundraising and/or an administrative position preferably in a fast-paced non-profit, academic or other mission-driven organization.
- Bachelor's degree (B.A.) minimum.
- Commitment to quality work, relentless and keen attention to detail, strong organizational and time management skills; the ability to meet daily deadlines and balance competing priorities in a complex environment; is very comfortable with data entry and management.
- Strong proficiency in Microsoft Office (especially Excel, Word, Outlook and PowerPoint) and in Salesforce (or similar fundraising database software).
- Highly motivated team player; and ability to relate warmly and professionally to donors/colleagues.
- Good oral and written communication skills including excellent grammar, proofreading and editing ability.
- Ability to maintain high level of discretion and confidentiality of all aspects of job responsibilities.

TO APPLY:

Please send your resume and thoughtful cover letter to the attention of Zulma Miranda, Auburn's Vice President, Strategic Philanthropy, at work@auburnseminary.org. Please use the job title as the subject line of your email, and use the PDF format for all application materials. No phone calls, please.

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Auburn Theological Seminary will provide reasonable accommodation consistent with the law to otherwise qualified staff members and applicants with a disability and to staff members and applicants with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by Auburn Theological Seminary on a case-by-case basis.