Position: Leadership Giving Associate  
Reports To: Executive Director of Leadership Giving  
FLSA Status: Full-time non-exempt  
Department: Development

Summary:
The Leadership Giving Associate is responsible for providing daily and detailed administrative and project support for the Executive Director of Leadership Giving and the Leadership Giving team. This person is highly disciplined, organized, and detail-oriented while being flexible with changing timelines and a growing department. This person must be able to adapt to the working styles of several members of a high-paced team, and must be able to get along with peers and management in a complex organization. Must maintain a constructive attitude while solving problems and dealing with stress. Must have strong organizational and time management skills. Strong writing, grammatical and editing skills required. This person must maintain confidentiality of donor information.

Essential Duties and Responsibilities:

- Overall support for Executive Director of Leadership Giving
  - Assist with administrative and clerical tasks as much as possible
- Secretarial and Data Base support
  - Provide support for Major Giving, Legacy Giving program and Mid-level Giving programs (Executive Director will prioritize as necessary)
  - Gift entry and processing (Salesforce) for all donors in gift officers’ portfolios
  - Data entry for Legacy Giving
  - Generate reports out of Salesforce as needed
  - Ensure accuracy of information in data base
  - Generate or assist gift officers with thank you letters to donors; thank you letters from CEO; renewal letters; letters to lapsed donors
  - Provide support for department meetings and meetings with donors
- Outreach Communications
  - Generate copy for outreach communications
  - Ensure communication are sent in timely manner
  - Maintain list of donors’ birthdays and ensure gift officers send cards
- Maintain and Organize Digital Library of CPR Information
  - Research and organize information on own as well as assemble and categorize information provided by others
  - Research and organize touchpoints used by leadership giving officers
  - Research and organize impact statements used by leadership giving officers
  - Organize descriptions of fundraising opportunities (DIP), including vision, output and impact information
- Management of Department Calendar and Project Deadlines
  - Proactively enter key project date milestones for leadership giving department (events, renewals, thank you letters, publications, meetings, etc.)
● Support for Events
  ○ Administrative support for events

● Supplies
  ○ Ensure that department stays stocked with stationery, collateral, postage, note cards, and other support materials and supplied as needed. Keep storage closet up to date and organized

Core Competencies:

● **Change/Adaptability/Flexibility**: Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

● **Communication**: Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.

● **Results Focus/Initiative**: Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.

● **Collaboration**: Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

Education and Experience Requirements:

● Previous experience providing administrative support
● Excellent interpersonal, oral and written skills, with emphasis on accuracy.
● Proficiency with Microsoft office programs; above average typing skills.
● Experience with Salesforce a plus
● Passion for public radio essential.