Position Title: Philanthropy Associate

Reports to: Director of Philanthropy

About Hill Learning Center

Hill Learning Center, located in Durham, NC, aspires to be a learning hub for equitable, research-based, differentiated instruction for students with learning and attention challenges. Our vision is that all students with learning differences and attention challenges receive the instruction and support they need – regardless of where they attend school or whether they have a formal diagnosis. Our mission is to transform students with learning differences into confident, independent learners.

Position Overview

Reporting to the Director of Philanthropy (DOP), the Philanthropy Associate will play a significant role in supporting Hill Learning Center fundraising efforts. This position will work across the organization and be part of a collaborative, cross-functional Philanthropy Team that is responsible for Hill Learning Center communications, fundraising, partnership development, and special events.

The Philanthropy Associate will serve as both support for the DOP in her daily activities and hold primary responsibilities of his/her own including event management, database management, gift entry and acknowledgement, direct mail and prospect research. This is an ideal position for an individual interested in advancing their career in philanthropy.

Our candidate is a self-starter with excellent relationship building skills, a head for data, and the ability to juggle tasks and timelines effectively with outstanding organizational skills. Our ideal candidate is equally comfortable and confident working with data as working with people. This is an ideal position for the individual with some experience in fundraising (3-5 years) seeking to further their career in philanthropy.

Summary Description: The Philanthropy Associate plays an important role in day-to-day philanthropy functions creating and sustaining excellent donor relations, engaging diverse community members, and providing outstanding support for the department. The Philanthropy Associate will hold key responsibilities in fundraising including direct mail and on-line appeals, sponsorship outreach, fundraising event management, prospect research, reporting, data entry, data management and data interpretation, gift entry and acknowledgement and generating accurate queries from Raisers Edge for a variety of purposes.
Primary Responsibilities:

1. **Support the Director of Philanthropy**
   a. Serve as the primary assistant to the Director of Philanthropy in managing and executing the day-to-day operations of the Philanthropy Department towards an annual goal of $1,500,000+ in contributed revenue
   b. Apply excellent administrative skills to organizing, tracking, filing and entering information pertinent to the functioning of the department
   c. Serve as an active prospect identifier, targeting prospects for cultivation and making connections between and among people, events and programs
   d. Generate ethical donor research to summarize relevant information and prioritization of cultivation and stewardship activities into prospect profiles

2. **Annual fund and gift processing**
   a. Execute direct mail activities in support of the annual fund including accurate segmentation to specified constituencies
   b. Execute special campaigns in support of the annual fund
   c. Manage and execute appropriate acknowledgment protocols
   d. Collaborate with colleagues across departments to carry out strategies and activities to increase donor and member value, loyalty and engagement
   e. Collaborate with Finance Department in providing timely reconciliation of contributed revenue
   f. Assist with the development and/or preparation of printed materials, digital materials, meeting information, and special event items as needed

3. **Donor Database Management**
   a. Accurately track and report on fundraising metrics including acquisition, new gifts, recurring gifts, restricted funding, % of gift increases, % attrition and other relevant metrics
   b. Enter gift and donor information into the Raiser’s Edge database in a timely and accurate manner
   c. Execute data cleansing protocols at regular intervals
   d. Improve coding of information in donor database
   e. Effectively utilize Raiser’s Edge and Raiser’s Edge NXT in support of fundraising activities
   f. Provide monthly and quarterly reporting through gift summaries and dashboards on fundraising progress for Directors, Leadership Team and Trustees
   g. Enter information and create actions for specific donors in Raisers Edge and other tracking templates

4. **Manage special events**
   a. Hold primary responsibility for planning, managing and superbly executing the Advocates Luncheon (October) for 100 attendees
   b. Hold primary responsibility for coordinating and executing our largest fundraising event, Hill Mile (April), requiring dedicated focus and cross team collaboration over a 6-month span.
   c. Assist and support other donor events as assigned.
5. **Engage in all Philanthropy Department and All Hill responsibilities:**
   a. Actively participate in Philanthropy Department and All Hill meetings, events, and committees.
   b. Build collaborative working relationships across All Hill while enhancing knowledge of all facets of the organization.
   c. Advance Hill culture and core values and identify ways to contribute, build community, and support others beyond individual and team responsibilities.
   d. Understand Hill programs and team structures
   e. Support administrative tasks of philanthropy departments, such as managing meeting notes and mailing schedules
   f. Perform other duties as assigned

**Qualifications**

- 3-5 years’ experience in fundraising positions
- Must embrace the mission and programs of Hill Learning Center
- A self-starter who can identify problems, opportunities, solutions, and new ways of doing things, with a “pitch in where needed” disposition
- Motivated by and experience with relationship-building, collaboration, teamwork and donor relations
- Demonstrated success setting, tracking, and achieving goals
- Ability to communicate and relate effectively orally and in writing
- High degree of ability with data management, manipulation, and reporting
- Strong attention to detail and commitment to high quality deliverables
- Lifelong learner who is highly flexible and comfortable with change, growth, and possibility
- Commitment to diversity, equity, and inclusion and experience successfully navigating differences and building authentic relationships
- Expertise with Raisers Edge software
- Proficiency with Microsoft Office Suite
- Willingness to travel and work evenings and weekends as required

**Application Instructions**

Applications will be reviewed on a rolling basis with interviews beginning in mid-January 2020. For more information and to apply [click here](#)