



The Milk Bank

HUMAN MILK SAVES LIVES

Job Title: Advancement Coordinator – Individual Giving
Reports to: Advancement Director
Status: Full Time, Exempt **Starting Salary:** \$38,633 – 49,204

Organization/Position Summary:

The Milk Bank (TMB) is a living tissue bank that provides pasteurized donor human milk for premature and ill infants across the Midwest. The Milk Bank strives to ensure that every child has access to safe, lifesaving human milk and is committed to helping more infants celebrate their first birthday.

The Advancement Coordinator – Individual Giving is primarily responsible for leading fund development strategies focused on individual giving including annual campaigns, monthly giving, planned giving, special events, and stewardship. Serves as a key relationship building for internal and external stakeholders.

Essential Duties and Responsibilities:

- Lead individual giving efforts including end to end campaign design, management and stewardship; Responsible for KPIs for acquisition and retention.
- Assist with fund development efforts including annual fund development plan, prospect development and donor identification, cultivation, tracking, and retention including management of CRM and data health.
- Work in partnership with staff, board and volunteers to develop and coordinate special event fundraising including planning of logistics, sponsorship solicitation, marketing, and volunteer management.
- Maintain accurate, ongoing, and organized records including data entry.
- Acknowledge donors, sponsors, and volunteers in a timely and appropriate manner.
- Support third party and alternative giving
- Assist in other areas of advancement such as outreach, engagement, and volunteer support.

Required Professional Characteristics:

- Demonstrated advanced writing skills and computer literacy
- Ability to bring fresh ideas and creative approaches to campaigns and retention efforts
- Handles competing priorities while consistently meeting deadlines
- Actively seeks to give and receive constructive feedback
- Requires ability to present or speak in front of peers and public.

- Requires ability to work independently or as a participating member of a team.
- Excellent time management skills and superb work ethic.

Experience and Education:

Four year degree and two years experience in fund development, sales or related field required. CFRE preferred. Canva and CRM experience preferred.

The Milk Bank Values and Culture:

The Milk Bank is a small team that strives for high levels of collaboration while maintaining clear role definitions and accountability. Successful team members value self-awareness, a problem-solving orientation, comfort with clear feedback and direct communication, the ability to manage change, a priority on equity and strong customer service mindset.

STATUS	DATE	RESPONSIBLE
Original Date	03/01/2023	JS