Job Title: Advancement Specialist
Status: Part Time, Non Exempt
20 hours per week

Reports to: Advancement Director
Starting Salary: $18/Hr

Organization/Position Summary:
The Milk Bank 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 Assistant is primarily responsible for ensuring administrative processes which support fundraising, marketing and outreach efforts are efficient and successful. The position entails fundraising administration, database management, outreach and engagement support and is ideal for a motivated, team player.

Essential Duties and Responsibilities:
• Lead volunteer management efforts including onboarding, communication, support, documentation, tracking and recognition.
• Edit and proofread writing for multiple audiences including appeals, grants and acknowledgements.
• Coordinate and produce emails, newsletters, and mailings for milk donors, financial donors, and community partners.
• Support virtual and in-person event preparation related to fundraising, milk donor recruitment and community awareness.
• Support special projects that contribute to growth of milk donors and financial donors.
• Assist in the development of social media posts and content.
• Manage CRM data health.
• Assist in the development of special reports to individual donors and funders.
• Provide excellent customer service via phone and email for occasional projects.
• Provide administrative support to the Advancement Team.

Required Professional Characteristics:
• Demonstrated commitment to equity and inclusion efforts including attention to health equity
• Demonstrated advanced writing skills and computer literacy
• Handles competing priorities while consistently meeting deadlines
• Actively seeks to give and receive constructive feedback
• Requires ability to work independently or as a participating member of a team.
• Excellent time management skills and superb work ethic.
• Eagerly accepts other duties as assigned.

**Experience and Education:**
• Proficient in Microsoft Word, Excel, PowerPoint and Canva as well as experience using or willingness to learn a fundraising database.
• Experience working in an office or professional environment.
• High school diploma or GED required.

**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.

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