



ADVANCEMENT TEAM: Carver has an immediate need for an Advancement Coordinator

Position Overview: Reporting to the Chief Advancement Officer, the Advancement Coordinator is a key member of the development team, assisting in the day to day operation of the Advancement Department. The Advancement Coordinator is responsible for maintaining the Carver Center's fundraising calendar, writing grant proposals and reports, ensuring the accuracy of the database, and timely communication with stakeholders. The incumbent should possess a keen attention to detail, ability to multitask and an understanding of nonprofit fundraising.

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Employee Handbook

Position Specific Duties/Responsibilities:

- Process donations and prepare acknowledgement letters and other correspondence
- Manage grant writing and grant reporting processes in collaboration with program, finance, and development staff
- Conduct preliminary research on prospective funders.
- Manage database integrity by continually updating records
- Create monthly fundraising reports and other database reports as needed
- Assist in the planning and execution of fundraising events and drives
- Performs other duties and special projects as assigned

Position Qualifications/Skills/Knowledge Requirements:

- BA/BS degree
- Exceptional writing skills with a particular strength, and demonstrated ability, writing compelling grant proposals
- Fundraising database experience preferred
- Excellent time management and organizational skills with the ability to work well under deadlines
- Willingness and flexibility to support emerging priorities
- Outstanding oral and interpersonal communication skills
- Demonstrated ability to manage multiple projects with strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Outlook

Training Requirements to Maintain Position:

- Attend required staff orientation, Carver Center meetings, and possible evening/weekend seasonal events.

Estimated starting salary of \$45,000 per year. Carver Center employment policy requires the completion of a full background check prior to hiring.

How to Apply: Send cover letter and resume to: gnocco@carvercenter.org.