



## JOB DESCRIPTION

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Organization: Lutheran Family Services in the Carolinas  
112 Cox Ave. , Raleigh , NC 27605  
Position: Raleigh Advancement Associate  
Full - time  
Salary - \$40,000

The Advancement Associate works closely with the Raleigh Executive Director, Development Manager and external affairs staff to help plan and manage external affairs strategies and tactics that advance the mission of LFS Carolinas in geographies where services are delivered. Specifically, the position coordinates local outreach to and engagement with a broad variety of publics, including volunteers, potential and existing donors and other interested individuals and organizations.

Bachelor's Degree in Communications, Journalism or related area. 2-3 years in nonprofit communications and/or fund development.

Please send your resume to Debbie Huffman, VP for Advancement and Communication, at [Deborah.Huffman@lfscarolinas.org](mailto:Deborah.Huffman@lfscarolinas.org)  
Website: [www.lfscarolinas.org](http://www.lfscarolinas.org)

### JOB DESCRIPTION

Job Title: Advancement Associate  
Supervisor (title): Executive Director  
Exempt/Non-ex: Exempt  
Department: Advancement

#### Summary:

The Advancement Associate works closely with the VP for Engagement & Advancement, Development Manager and external affairs staff to help plan and manage external affairs strategies and tactics that advance the mission of LFS Carolinas in geographies where services are delivered. Specifically, the position coordinates local outreach to and engagement with a broad variety of publics, including volunteers, potential and existing donors and other interested individuals and organizations.

#### Essential Functions:

(The tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first.)

#### Support Fund Raising Relationships

- a) Manage/ communicate with a portfolio of donors and prospects

- b) Cultivate donor prospects and/or major gifts through correspondence, e-mail and/or electronic outreach, or personal visits as appropriate.
- c) Integrate advancement activities with external affairs and engagement strategies and tactics.

Communication and Events Management

- a) Manage logistics for local communications and events
- b) Serve as liaison with volunteers, interested people, prospective donors, donors and others who want more information about social ministry and LFS.
- c) Make presentations and coordinate/organize communications and events with supporters and prospects

Plan, Conduct and Evaluate Regional External Affairs Efforts

- a) Evaluate local external affairs requirements and recommend communications mix
- a) Collaborate with external affairs staff to conduct and evaluate outreach efforts
- b) Serve as liaison between external affairs and regional/local program staff
- c) Serve as local news media contact as required
- d) Ensure consistency of the corporate brand, graphics and messages

Working Conditions (please complete the information listed below):

- Usual office conditions.
- Usual office conditions with occasional exposure to some \*undesirable elements.
- Frequent exposure to \*undesirable elements.

\*List the undesirable elements with the percent of the work day exposed to the elements.

- 1. Travel by car 50 %
- 2. %

Physical Effort (please complete the information listed below):

The job duties require lifting of moving moderate to heavy materials as a regular part of the job:  No  \*Yes

\*List the activity requiring physical effort, the weight or effort required (in pounds) and the percent of the work day spent in actual, hands-on movement of the weight:

Activity	Weight of Materials	% of day
1. Move items for events	25 lbs	2x/month
2. Move boxes with stationary/LFS literature	25 lbs	1x/month

Minimum Job Requirements:

Education: Bachelor's Degree in Communications, Journalism or related area.

Experience: 2-3 years in nonprofit communications and/or fund development.

Specific skills/abilities:

- Ability to work as a member of a fast-paced development team.
- Demonstrated written, verbal and presentation skills.
- Strategic thinker and problem-solver.

- Valid driver's license.
- Knowledge of the programs and services of Lutheran Family Services.
- Familiarity of and comfort working within the Lutheran faith community.
- Working knowledge and understanding of fund raising software and its capabilities.

Specialized knowledge, licenses, etc.:

- Knowledge of Raiser's Edge, event-planning, and advanced development skills.
- Ordination in the Lutheran Church

Success factors:

1. Personal commitment to and enthusiasm for the ministry of LFS.
2. Strong interpersonal communication skills and ability to work effectively with a wide range of constituents; understanding of diverse communications techniques.
3. Self-starter with strong organizational skills and attention to detail.
4. A leader who is respected and trusted.

This job description is not an employment contract. LFS reserves the right to alter the job description at any time without notice.