



Job Description

Position Title	Advancement Assistant	FLSA Status	Exempt
Reports To	Vice President	Date Prepared	January 1, 2022
Supervises	n/a		

Mission

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social, and spiritual living and to make a positive difference in their communities and in the wider world.

Position Purpose

The Advancement Assistant is a year-round position, responsible for providing administrative, logistical, and operational support to the AYF Advancement team, President, Vice President, and Board of Directors. Primary duties include scheduling, writing, and data entry to assure clear, well-organized communication with the Board and organizational leaders. This role will work to support the administrative aspects of AYF Advancement, including office assistance and support for events.

Essential Functions

Administrative Assistant to the President, Vice President, and Campaign Advancement Efforts

- Meet with Vice President to organize work efforts focused on administrative support, scheduling, and organization.
- Support the organization's strategic advancement initiatives, collecting and coordinating data and supporting primary actors as advancement plan is built and executed.
- Serve as point of communication for external parties seeking to contact the President or Vice President.
- Assist with Advancement events in St. Louis, including annual donor appreciation events
- Assist with scheduling and supporting meetings of both internal and external parties.
- Manage travel arrangements for the President and Vice President for meetings and donor visits.
- Assist with and track written communications: thank you notes, articles, agendas, reports.
- Support the Advancement team with data entry, database and spreadsheet work.

Reasonable accommodations may be made in order to enable a range of abilities to perform the essential functions.

Analytical / Interpersonal Skills

- Strong commitment to serving a diverse constituency
- Self-starter with strong initiative and ability to work independently
- Effective organizational skills, attention to detail and management of deadlines
- Demonstrated interpersonal skills: active listening, feedback skills, patience, a good sense of humor

- Strong written and verbal communication skills
- Mission-driven, energetic, service oriented, team player
- Willingness to expand knowledge and responsibilities

Vision for all AYF Employees

- Show commitment to the [AYF Core Values](#) of safety, respect, responsibility, and inclusion.
- Support the organization's mission, vision, and ethics by displaying the following behaviors:
 - Integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability, and accountability.
- Follow guidelines as described in the AYF employee handbook.

Preferred Minimum Education, Experience and / or Certification

- Bachelor's degree in applicable field of study or equivalent experience
- Minimum 2-3 years prior professional experience in the nonprofit sector
- Strong knowledge of Microsoft Office with strong aptitude, interest and demonstrated skills in word processing, spreadsheet, and data management applications
- Knowledge and experience working with Raisers Edge, or other database, helpful
- Prior experience working with a Board or major donors in a nonprofit preferred
- Prior experience working with youth or youth organization helpful

Physical Demands

- Able to lift and / or move up to 25 pounds.
- Walk significant distances.

Work Environment

- Primarily based in our St. Louis Advancement office, some remote hours possible.
- Weekend work required seasonally.
- Travel as needed for meetings and site visits.
- Business casual, appropriate attire for setting.
- Hours as required to meet job demands, generally Monday through Friday 8:30 a.m. to 4:30 p.m. ET outside of peak program season.

Benefits

- Competitive salary and benefits package are available, including:
 - Health, dental, and vision insurance
 - Retirement package
 - Family accommodations during on-site required living periods
 - Tuition discounts for dependents

Commitment to Equity and Inclusion

The American Youth Foundation enthusiastically welcomes staff and participants with diverse backgrounds, experiences, and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and changing for the better of all. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally, and all are highly encouraged to apply.

Non-Discrimination

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and / or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familiar status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.