



## Job Description

**Position Title:** Advancement Manager, Development

**FLSA Status:** Full-time, Regular

**Department:** Advancement

**Reports To:** Director of Development

### **Mission:**

The American Youth Foundation dares people to discover and celebrate the very best in themselves and others, inspires them to explore diverse perspectives and complex challenges, and emboldens them to live courageously, engaging their full capacity.

### **Position Purpose:**

The Advancement Manager, Development is a full time, year-round position responsible for working on the American Youth Foundation's Advancement team. This position is responsible for overseeing the Raiser's Edge database policies and procedures, data integrity, data extraction, report customization, and analysis. The manager will maintain accurate donor records, including ensuring timely donor recognition, reconcile the Advancement accounts, and prepare weekly and monthly reports. As a member of the Advancement team, they will contribute to the overall function of the St. Louis office and the Advancement strategy.

### **Essential Functions:**

- Support all functions of the Advancement team with a focus on finance and database
- Reconcile Advancement bank accounts on a weekly basis
- Generate all gift acknowledgment receipts, thank you letters, and other forms of acknowledgment/communication
- Provide all month ending reports to the Director of Development and AYF Finance Director
- Track all Advancement revenue and releases on a weekly basis
- Reconcile scholarships and sponsorships, with an eye to incoming revenue, releases, individual donors, and individual participants
- Provide all required yearly reconciliation and audit information to the AYF Finance Director
- Coordinate and oversee finance aspects of Advancement events
- Attend weekly Finance and Advancement team meetings
- Attend monthly scholarship/sponsorship and Profit and Loss meetings

### **Secondary Functions:**

- Provide staff support for development initiatives including special events and campaigns
- Communicate effectively with AYF staff, participants, families, and stakeholders
- Work effectively with people from diverse backgrounds
- Other duties as agreed upon or as assigned by the supervisor

### **Analytical/Interpersonal Skills:**

- Strong commitment to supporting and collaborating with internal and external stakeholders
- Experience with database entry and financial skills
- Strong written and oral communication skills
- Effective organizational skills, attention to detail and management of deadlines
- Self-motivated, energetic, service oriented, team player, able to work independently
- Demonstrated interpersonal skills: active listening, experience delivering and receiving feedback

My own self, At my very best, All the time

- Willingness to expand knowledge and responsibilities

### **Vision for all AYF Employees**

Show commitment to the core values of best self, balanced living, 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 career oriented lives, dependability and accountability. Follow guidelines as described in AYF employee handbook.

### **Position Specifications**

#### **Preferred Minimum Education, Experience and/or Licensure/Certification:**

- Bachelor's degree
- Minimum 5 years work experience in Development, Advancement, or related field
- Demonstrated database and project management skills with the ability to meet deadlines and maintain quality
- Excellent written and oral communications skills with the ability to interact at all levels of the organization
- Ability to work independently as well as in teams
- Proficiency in Raiser's Edge, Financial Edge, Excel, Access and PowerPoint and other relevant software

#### **Physical Demands:**

- Ability to work long hours
- Ability to walk significant distances
- Ability to lift 25 pounds

#### **Work Environment:**

- Primarily office, occasional outdoor environment
- Hours as required to meet job demands, generally Monday through Friday 8:30 AM to 4:30 PM
- Evening and weekend work seasonally (event/program based)
- Travel as needed to the AYF sites, events, and training
- Business casual, appropriate attire for setting

#### **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 acting 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.

#### **To Apply:**

Please send a cover letter and resume to AYF Director of Development, Jessa Glick at [jglick@ayf.com](mailto:jglick@ayf.com).