

Title: Institutional Advancement Specialist
Reports To: Elgin Choral Union Executive Director
Staff: None/Volunteers

Broad Scope and Purpose of Position

Support and oversee a wide range of communication activities designed to integrate, solidify and maximize contributions.

Provide professional expertise with on-going annual, individual, major and planned giving plans and activities leading to increased predictable sources of revenue.

Enthusiastically and consistently convey the organization's mission in a wide variety of materials to diverse constituencies.

Represent ECU and provide support to volunteers and staff while maintaining the highest professional standards.

Responsibilities include:

- Assist in composing, editing, and managing the production of a full range of communication and marketing materials to effectively support and promote the goals of the organization.
- Work collaboratively with Executive Director, consultants, volunteers and board on development and communication activities.
- Coordinate ongoing process of identification, cultivation and solicitation of individuals, corporations and foundations.
- Deposit/process and record all gifts (annual fund, membership fund, board campaign, special events, credit card pledges, electronic fund transfers, etc) consistent with organizational policies.
- Create, send and file thank you letters, pledge reminder notices, matching gift forms and in-kind acknowledgements.
- Generate and format donor listings for program book listings and grant requests
- Facilitate and track reservations for meetings and events related to fund raising and cultivation
- Assist at/attend fundraising activities representing the organization.
- Provide support creating/writing/editing: proposals to individuals, foundations and corporations; fund-raising publications; cultivation, solicitation and acknowledgment letters; annual fund mailing(s); and documents regarding fundraising opportunities.
- Perform other related duties as required.

Requirements:

- Minimum of Bachelor's Degree in Communications, Development, Management or a related area.
- 1-3 years of experience in institutional advancement, marketing, communications or development
- Communicates well verbally, and in writing, including the ability to write for publications and to speak on behalf of the organization in large and small groups and one-on-one.
- Ability to work well under pressure with a wide variety of people including volunteers.
- Well-organized, attentive to detail, with excellent interpersonal, analytical and problem solving abilities
- High level of discretion and professionalism in handling confidential information.
- Must possess the ability to prioritize and complete tasks independently with little supervision.
- Basic computer and fundraising database skills.
- Create a professional environment of respect, motivation, and productivity.
- Broad knowledge of fundraising principles, marketing and public relations.
- Passion for performing arts required, with classical/choral music knowledge a plus.

To begin immediately, apply ASAP by February 10th to: info@elginchoralunion.org.