



## **JOB DESCRIPTION**

**TITLE:** Advancement Assistant

**DATE:** January 2024

**DEPARTMENT:** Advancement

**SUPERVISOR:** Director of Advancement

**FLSA Classification:** Non-Exempt

### **SUMMARY:**

The Advancement Assistant plays an important role in the Scholarship Foundation's success by providing coordination, communications, and administrative support to the Advancement team and the Foundation's efforts to secure revenue and deepen investor relations. For over 60 years, the Marine Corps Scholarship Foundation has been Honoring Marines by Educating their Children, providing higher education scholarships to 2,800 children of Marines annually across all 50 US states and 27 overseas territories. We are looking for a passionate, organized, and engaging candidate to help us manage our stewardship responsibilities. This position will provide administrative support to the Advancement team where confidentiality, discretion, good judgment, and the ability to act independently are essential.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide support, manage projects, and assist in the daily operations of the Scholarship Foundation's Advancement Department to include the following programs: Stewardship and Investor Relations, the Fidelis Fund (Annual Fund), and Grants.
- Assist with communications to key stakeholders to include philanthropic impact and financial reports, personalized correspondences, gift acknowledgments, development of student profiles, annual stewardship initiatives, and Fidelis Fund communications.
- Provide administrative support in the planning and execution of high-level investor relations events including the Foundation's Scholarship Announcement Ceremony, in-person Board of Directors meetings, special investor and student meetings, and other general cultivation opportunities.
- Maintain appropriate records and regularly update actions and notes in the Foundation's constituent relationship management database to accurately document work accomplished by the Advancement Department which includes maintaining the Fidelis Fund membership module.
- Serve as the liaison at the Foundation to coordinate stewardship gifts for donors, board members, event leaders, and others as appropriate.
- Contribute to the overall success of the Foundation's mission and vision by performing other duties as assigned.

### **EDUCATION AND/OR EXPERIENCE:**

- 1 to 2 years in an administrative support role or equivalent work experience.
- Associate or Bachelor's degree preferred, or equivalent work and education experience.

- Experience working in a non-profit or exposure to development/fundraising a plus.
- Experience with and exposure to the Marine Corps, military service, and/or working with veteran families a plus.

**REQUIRED SKILLS AND ABILITIES:**

- Commitment to the Foundation’s mission and to reflecting core values of teamwork, trust, integrity, and drive in relationships with colleagues and partners.
- Must embrace flexible thinking, be a proactive problem solver, and anticipate needs.
- Ability to work in a team environment and with a high degree of autonomy, taking initiative and being proactive.
- Ability to work on a wide range of projects simultaneously and balance multiple competing priorities with a high degree of autonomy and self-organization in a fast-paced work environment.
- Excellent customer service and interpersonal skills, as well as strong written and verbal communication skills, with an ability to effectively communicate with a wide range of audiences.
- Demonstrated skills in Microsoft 365, SharePoint, Outlook, Word, Teams, PowerPoint, and Excel.
- Experience utilizing a database to store and extract data.
- Passion for the mission of the Scholarship Foundation and for serving Marine Corps families.

**WORKING CONDITIONS:**

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; and reimbursement of relocation expenses not offered.
- Position is eligible to participate in hybrid telework policy after on-boarding period, with up to two telework days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation’s mission, with some work-related travel 1-3 times a year.