



## **Community Health Center Advancement Associate Job Description**

### **Job Function:**

Working with the Director of Organizational Advancement and related volunteer committees, the Advancement Associate will advance Community Health Center's mission by helping the department meet strategic goals related to fundraising, communications, outreach and market penetration.

### **Some Responsibilities and Performance Standards Include:**

- Oversees annual fund details and gift processing, including mailing list and detail coordination, gift entry, reporting and acknowledgement letter generation.
- Uses Raiser's Edge database, and other resources, for gift tracking, acquisition and follow-up and donor/partner communication updates.
- Assists with planning and logistics for fundraising events and activities.
- Creates strategic digital marketing initiatives, generating and managing content on social media platforms and website.
- Helps distribute internal and external communications and program specific materials and signage.
- Stays knowledgeable about CHC programs and initiatives to be able to communicate with internal and external audiences.
- Participates in education, outreach and special events in the community to help advance Community Health Center's visibility.
- Tracks and reports on media coverage, communication efforts and community engagement activities.
- Coordinates relationships with outside vendors.
- Serves as a frontline team member for questions and requests, including in-person, phone and email advancement inquiries.
- Performs other duties as required.

### **Experience and Education Needed:**

The ideal candidate will be mission-driven, with a bachelor's degree, and excellent organizational and communication skills. The candidate should have strong project management skills in a deadline-driven environment with competing priorities. Health care and/or fundraising experience is a plus.

Thank you for your interest, and please visit this link to apply online: [bit.ly/chcadvancementassociate](https://bit.ly/chcadvancementassociate)