



**LathamCenters**

*Passage to a brighter future*

Latham Centers is a leader in special education and residential treatment of children and adults with disabilities, creating brighter futures since 1970. We work together with our students, residents, their families, and outstanding professionals to bring hope and change to our young people and adults with Prader-Willi syndrome and complex special needs. Latham Centers employs more than 260 dedicated staff members from Orleans to Plymouth. Our programs include a therapeutic residential school in Brewster and a residential program for adults throughout Cape Cod and Southeastern Massachusetts.

Latham Centers is an extraordinary place of hope. Our mission is to create opportunities for independence, self-worth, and happiness for children and adults with complex special needs.

## **ADVANCEMENT OFFICER POSITION SUMMARY**

**Contract Position up to 30 hours/week**

The Advancement Officer will manage Latham Centers' annual fundraising program, including event management, direct-mail fundraising appeals, donor cultivation, stewardship, and volunteer committee management. This position is contractual with the potential to convert to a full-time benefitted staff position. The Advancement Officer is a vital member of Latham Centers' Advancement team and works in cooperation with the President and CEO, Director of Advancement, Executive Assistant, Director of Communications, Program Staff, Board Members, Volunteers, and Volunteer committees.

### **Specific Duties**

#### ***Annual Giving***

- Creatively plans and executes Latham Centers' annual fundraising program
  - Writes and produces fundraising appeals
  - Coordinates Board follow-up with donors
  - Uses donor database to cultivate and steward donors through ongoing communication and donor-specific events
  - Works with Director of Advancement to create new opportunities for unrestricted giving
  - Manages and produces semi-annual Advancement newsletter
  - Produces Latham Centers' Annual Report

#### ***Events Management***

- Leads the planning and execution of annual fundraising, cultivation, and donor recognition events, including:
  - The Latham Charity Golf Classic
  - Latham Spring Fundraiser
  - Peer to Peer fundraising events and campaign
- Supports Program Staff at certain community outreach and advocacy events
- Coordinates volunteer committees to create enthusiasm, leverage engagement, attendance, and event revenue
- Manages event budgets, logistics, and relationships with vendors. Works with volunteer committees to solicit corporate sponsors and in-kind donations for auctions and raffles.
- Meets event expense/revenue projections.
- Collaborates with Advancement and Communications team to create event collateral and marketing plan.

### ***Donor Information Management***

- Familiar with fundraising database platforms RaisersEdgeNXT knowledge a plus. Understands the value of data integrity, able to update records as needed, and run simple reports.

### **Required Skills**

- Bachelor's Degree or equivalent experience
- 5+ years' fundraising experience preferred but will consider transferrable experience
- Experience managing and marketing engaging fundraising events – especially on Cape Cod
- Proficiency with donor database platforms and peer to peer fundraising platforms.
- Excellent written, interpersonal, and verbal communication skills.
- Experience working with graphic designers and event vendors.
- Flexibility, able to work independently and in a team environment with limited supervision
- Ability to juggle many tasks and many personalities with grace and efficiency
- Understands professional code of conduct and ethical standards as they relate to donor/volunteer relations.

**This is a remote position, offering a flexible schedule. Volunteer committee meetings are currently held via Zoom or Microsoft Teams but may move to in-person. There are some weekend and evening hours required.**

To apply: Please send resume, writing sample, and cover letter to [hkelsey@lathamcenters.org](mailto:hkelsey@lathamcenters.org)

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