

VULCAN PARK FOUNDATION

Job Description

Position Title:	Advancement Associate
Pay Grade:	Salaried
Exempt/Non-Exempt:	Exempt
Reports to:	Director of Advancement
Effective Date:	10/1/2026

General Position Summary

The Advancement Associate plays a critical role in advancing Vulcan Park & Museum's mission to preserve and promote Birmingham's diverse history and culture. This role ensures the smooth operation of fundraising and fundraising activities that support our educational programs, exhibits, and public events.

The Advancement Associate facilitates the Advancement Department effectiveness and efficiency, assisting the Director of Advancement with successful implementation of fundraising efforts and is the manager and expert of the customer relationship management (CRM) system. The Advancement Associate also serves as the Foundation's liaison for the Junior Leadership Board and other committees.

Responsibilities

- **Fundraising Support:** Supports the Director of Advancement in implementing the annual fundraising plan and strategy, including preparing solicitation materials, coordinating donor mailings and campaigns, conducting research, tracking responses, and providing administrative support for fundraising initiatives
- **Membership:** Administers the membership program, including processing memberships and renewals, maintaining accurate records, coordinating member communications and benefits, and supporting efforts to recruit and retain members. Provides information and recommendations to the Director of Advancement regarding membership levels, benefits, and performance
- **Junior Leadership Board:** Serves as the administrative staff liaison to the Junior Leadership Board by providing leadership and direction on their projects, coordinating meetings, preparing materials, communicating with members, and supporting their fundraising and community engagement initiatives, including *Vulcans on Parade*
- **CRM and Records Management:** Manages the Versai database, ensuring accurate and current constituent, gift, pledge, communication, and donor activity records. Performs data entry and cleanup, records donor actions and communications, produces routine reports, and processes timely gift acknowledgments and pledge reminders
- **Events and Activities:** Coordinates administrative and logistical support for fundraising, cultivation, stewardship, and community engagement events, including planning activities, registrations, guest lists, donor and sponsor records, correspondence, materials, acknowledgments, onsite logistics, and follow-up

- **Grants Administration:** Maintains annual grant calendar, tracks deadlines and reporting requirements, compiles required documents and data and provides administrative support to the Director of Advancement and contract grant writer for timely proposal and report submissions
- **Donor Reporting:** Maintains detailed records of contributions, pledges, and commitments and compiles fundraising metrics, donor engagement reports, and other information for internal tracking, board and committee meetings, and grant reporting
- **Prospect Research:** Conducts preliminary research on prospective individual, corporate, foundation, and government funders and assists the Director of Advancement in maintaining and tracking the prospect pipeline
- **Sponsorship Administration:** Maintains sponsor records; tracks proposals, commitments, payments, benefits, and in-kind contributions; and coordinates sponsor acknowledgment and fulfillment
- **Community Outreach:** Maintains the community outreach calendar; coordinates speaking and appearance logistics tracking activities, contacts, follow-up, and results
- **Tours and Donor Visits:** Coordinates arrangements and materials for visits and tours involving donors, prospects, sponsors, and community partners
- **Pledge Management:** Tracks outstanding pledges, prepares payment reminders, and follows up on pledge payments as directed
- **Gift Reconciliation:** Reconciles fundraising records with Foundation finance records monthly and helps resolve discrepancies to ensure accurate gift reporting
- **Communications Coordination:** Coordinates with Advancement and Marketing and PR on the preparation, scheduling, production, and distribution of approved fundraising and donor communications and collateral.
- **Meeting Support:** Provides administrative support to the Fundraising Committee and other advancement-related groups, including scheduling meetings, preparing and distributing materials, recording action items, and coordinating follow-up

Job Scope

The Advancement Associate performs duties under general supervision, operating from established directions and guidelines. Decisions are made within general Foundation policy constraints, or with guidance from Director of Advancement. The Advancement Associate performs a variety of complicated and concurrent tasks. Must be able to handle multiple duties, respond to changing priorities, completing tasks efficiently and in an organized manner.

Supervisory Responsibility:

No direct supervision, oversees some contracted service providers or interns and/or volunteers.

Interpersonal Contacts:

The Advancement Associate has both internal and external contacts. The most common internal contacts are with staff members and volunteers. The most frequent external contacts are with members, Board of Directors, Junior Board, government officials, donors, and other influential members of the community. Other external contacts may include contract service providers and suppliers. External interactions involve presentation of information, written, verbal and personal communication, and exchange of confidential information.

Required Job Skills, Knowledge and Abilities:

- Ability to produce high-quality work with keen attention to detail and confidentiality
- Excellent organization and planning skills
- Ability to lead teams effectively
- Proficiency with computers, databases, and customer relationship management systems (CRM)
- Excellent judgment and discretion with confidential information
- Strong written communication skills with the ability to write clear, well-structured, articulate and persuasive funding proposals and other forms of written communication
- Ability to handle multiple duties, consistently prioritize work, analyze and solve problems while meeting deadlines
- Understanding of budget development and management
- Excellent customer service and interpersonal skills, with an ability to interact with different personality types
- Ability to work as a team member, performing non-routine tasks as needed

Education and Experience

Minimum of two years of nonprofit experience and/or grant writing experience preferred. Minimum of two years in office administration with knowledge of data, administrative and clerical management procedures required. College degree or equivalent a plus.

Work Environment

This is a full-time salaried position (40 hours/week). Occasional evening or weekend hours may be required to support events, donor meetings, or board functions.

Salary Range: \$50,000 – \$55,000 annually, commensurate with experience and qualifications.

To Apply: Email your resume and cover letter to ccardona@visitvulcan.com