****Advancement Associate

Part time – 24 hours per week

## **Job Overview**

The Advancement Associate assists in fundraising, event planning, marketing and communications activities of Preservation Worcester. The Advancement Associate will work in coordination with the Executive Director.

## **Responsibilities and Duties**

* Membership – oversees renewals and membership recruitment efforts including Stephen Earle Society and planned giving
* Corporate Partners – oversees renewals and recruitment. Assists with implementation of annual Corporate Breakfast
* Events – assists in the planning, implementation and follow-up for fundraising and organizational events. Focuses on obtaining corporate and individual sponsorships
* Grant writing – researches grant opportunities, writes grants, provides grant follow-up as required
* Marketing and Communications - coordinates newsletter and social media communications to expand the organization’s outreach in the community and to promote membership efforts, maintains up-to-date list of media contacts and maintains website
* Gift Shop – manages the gift shop and develops new products
* Consultant Directory – oversees renewals and recruits new consultants
* Historic Marker Program – promotes program and processes applications
* Assists with organizational efforts as requested by the Executive Director

## **Qualifications**

* BA or above - preferably in a related field
* Specific skills – development experience, grant writing, computer skills, social media savvy
* Energetic and self-directed