



The **ADVANCEMENT SPECIALIST VISTA** will be responsible for supporting fundraising efforts to enhance the capacity and sustainability of Volunteers of America of Indiana's programs that address the opiate epidemic. This position will report to the Director of External Affairs.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Perform grant research for local opportunities outside of Indianapolis/Marion County.
- Write and submit regionally-focused grant proposals for addiction treatment programs.
- Assist the External Affairs department with grant writing and reporting.
- Research potential donors for the CEO and other fundraising staff to contact. Online tools such as Blackbaud's ResearchPoint may be used.
- Manage and track donor relations and interactions in donor database ClearView
- Audit donor retention practices currently in place and evaluate how things can be improved in collaboration with the Communications Coordinator.
- Assist the External Affairs department with staff training on fundraising and marketing.
- Secure sponsors for fundraising events to provide food and space to cut costs and develop community partners.
- Create a pool of ideas for future fundraising events. Research what other organizations in relevant regions do to put on successful events.
- Help with day-of logistics for events to evaluate what works well and what might not work well in the future.
- Assist staff with developing fundraising plans and calendars for the future.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires a Bachelor's degree in a related field and one to three years of experience in either grant writing, marketing, or fundraising. The incumbent must display a high degree of professionalism and must adhere to the AFP Code of Ethical Principles and Standards for professional fundraisers. The incumbent must be able to work collaboratively with the External Affairs team. Familiarity with Blackbaud's tools including Luminare and ResearchPoint preferred. Experience with donor database ClearView preferred. Strong written and verbal communication skills required. Expertise in Microsoft software and strong computer skills required. Must be able to occasionally travel and work weekends and evenings.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to observe, sit, talk and hear. Occasional lifting of items up to 50 pounds. The noise level in the work environment is moderate.

All interested persons should send their resume and cover letter to Sara Pugh, Director of External Affairs at spugh@voain.org. Questions? Call her at (317) 660-2084.