



Advancement Specialist

FULL TIME POSITION

HOURS: M-F (8:00 AM – 5:00 PM)

REPORTS TO: Chief Advancement Officer

SALARY: Commensurate with Experience

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High School Diploma or equivalent required; college hours preferred.

REQUIRED EXPERIENCE OR SKILLS: Efficient organizational and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate results in a sustainable fashion. Proficiency in written & verbal communications; Spanish language skills preferred. Capacity to interact comfortably with staff, patients, community partners, and community members. Ability to perform in a cross-functional team approach with shared job responsibilities. Ability to prioritize work and produce timely work with attention to detail. Understanding of the organization 's overall mission, history, culture, and objectives. Computer literacy with related knowledge of software programs, Internet, social media, and mail. Capacity to maintain and monitor current social media and respond to inquiries.

POSITION DUTIES/RESPONSIBILITIES: Follow strategies described by the CAO to optimize team functioning. Provide clerical and administrative support to A&CR Department. Facilitate communication among the Advancement & Community Relations Department's team members. Contribute to smooth logistical operations for meetings/gatherings/events. Participate in the dissemination of documents relevant to WFM's work to clinical staff, patients and families, organizational partners, and the public. Provide assistance to Grant Writer/Manager in searching, documenting, and compiling grant opportunities – as well as supporting the application and reporting process. Assist Development Director with donor data collection/entry/maintenance. Support Communications Director in public relations activities, management of media contacts, and related printed/electronic materials; assist Volunteer & Community Outreach Coordinator in support of events and outreach; and aid Community Health Engagement Manager with planning, implementation, and coordination of projects and tasks – as well as assisting with program-specific data. Keep relevant others informed of deadlines, thereby ensuring smooth completion of work responsibilities. Perform tasks with a high level of integrity, and in a manner consistent with WFM's mission and culture. Comply with all regulations related to confidentiality of patient information. Other duties as assigned by supervisor.