

Job Location: Achieva, Pittsburgh, PA 15203

Position Type: Full-time

Education Level: Bachelor's

Salary: \$31,980.00 (Negotiable)

Function:

The Annual Giving Coordinator provides fundraising support for all Achieva corporations. The person in this position ensures ethical fundraising by assisting with development opportunities, soliciting gifts, representing the organization in meetings or public events, and assisting in planned giving, major gifts, fundraising events, and grantsmanship as needed. Establishes processes and procedures in areas such as direct mail, donor engagement, and donor-related events. This position reports to the Director of Development.

Responsibilities:

1. Interacts with board members, donors, media and the general public in a manner that portrays a positive image of the Achieva corporate system in order to increase support for the organization.
2. Meets with annual fund donors to establish relationships, promote stewardship, and increase donor relations.
3. Coordinates federated campaigns and workplace giving, e.g. United Way, Combined Federal Campaign, and PA State Employee campaign drives.
4. Increase gifts from other sources such as United Way, the Combined Federal Campaign and tribute giving and the Highmark Walk.
5. Provides support where needed for Achieva's fundraising events such as the Achieva Golf Outing, the Achieva Auction, and other events held by community groups that raise funds for Achieva.
6. Oversees Achieva's participation in the Highmark Walk for a Healthy Community including soliciting gifts, recruiting participants, coordinating volunteers, and production of materials with the assistance of communications staff.
7. Reviews and updates prospect research profiles on current and potential donors.
8. Represents and promotes the organization at community events or activities through public speaking and displays.
9. Represents corporate development on internal and external teams and committees as needed.
10. Supports the achievement of individuals' personal outcomes.
11. Other related duties as assigned.

The equivalent of a bachelor's degree or at least three years of professional fundraising experience. Proficiency in G Suite by Google and or Microsoft Office Suite required. Experience using fundraising tools such as Bloomerang, BidPal, or others, and electronic communications tools desired. Excellent written and oral communications skills with an attention to detail. Ability to work in teams and independently.

Achieva is an affirmative action and equal opportunity employer (EOE) and an Employer Partner under the Ticket to Work Program. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, national origin, veteran status, or genetic information. Achieva is committed to providing access, equal opportunity, and reasonable accommodation for people with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, contact our Human Resources Department at 412-995-5000.

Apply here -

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=941E184543CA456B7DF82C26060A5780>

Schedule informal position discussion here - <https://calendly.com/tmaxon/admin>

Benefits:

Medical, dental, and vision with low employee monthly contributions:

8 Paid holidays

Sign-on bonus of \$3000 for Full-time employees (distributed in installments)

Eligible for Federal Student Loan Forgiveness