



Position Description

Title: Project Specialist		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #: 210102	Salary Grade:	
Date Approved: August 30, 2017		
Revision Date:	Job Class: Advancement	
Revision	Purchasing Approval Level: 1	

Purpose of Position

The Project Specialist is a professional member of the Advancement department for Great Circle. The position supports annual, capital and planned giving initiatives through specialized support projects. The position is responsible for research, communications, donor and gift data, and related needs to ensure fundraising team has tools necessary to meet agency priorities. The position reports to Director of Major Gifts.

Major Duties (*Essential Element)

- Coordinate key components of gift requests to include prospect and meeting materials, event and facility coordination
- Provide communication tools for cultivation and stewardship of donors and prospects
- Work with development staff to enhance communications and/or research initiatives for fundraising and donor relations
- Establish and maintain relationships with donors, volunteers, staff, and trustees
- Produce Advancement reports to include donor information, statistics, and program data for external and internal constituents
- Support and attend events and meetings as assigned; travel as required to meet job requirements
- Other duties as needed for the betterment of Great Circle

Working Conditions

Office environment

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to constantly see, hear, speak, walk, and sit and lift 10 pounds. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Lifting under 25 pounds may occur frequently while lifting over 100 pounds occurs less frequently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Donor stewardship accounts

Supervisory Responsibility

Yes

Qualifications

- Strong customer service focus, excellent time management
- Exceptional verbal, analytical and written communication skills
- Proficient use of Microsoft Office and donor software
- Skills required include organizational and interpersonal skills
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance.

Required Education and Experience

Bachelor's degree with demonstrated experience in non-profit development, business, or related professional expertise.

Preferred Education and Experience

Raiser's Edge software experience

Prior experience in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____