INSPIREABILITIES OF ANDERSON COUNTY

POSITION DESCRIPTION

POSITION TITLE: Advancement Manager

REPORTS TO: Director of Engagement

POSITION SUMMARY

The Advancement Manager is responsible for strengthening InspireAbilities' fundraising and grant development efforts through grant writing, donor stewardship, special events, communications, and administrative support. This position works collaboratively with the Director of Engagement to execute the organization's Advancement strategy.

The ideal candidate will be a proactive and organized team member with strong strategic thinking skills and the ability to manage multiple projects. They will demonstrate outstanding written and verbal communication skills, be able to work independently when needed, and foster productive partnerships with colleagues, donors, grantors, and community partners.

DEPARTMENT MISSION

To secure and sustain resources that advance the mission of InspireAbilities through strategic fundraising, grant development, donor engagement, community partnerships, and effective communication of program impact.

PRIMARY RESPONSIBILITIES

- Research, prepare, and write grant applications.
- Maintain a grants calendar and ensure deadlines are met.
- Coordinate grant reporting and compliance requirements.
- Ensure grants receive required internal review before submission.
- Support fundraising campaigns and special events.
- Support marketing and communications initiatives, as needed.
- Maintain fundraising databases.
- Maintain donor records and acknowledgments.
- Prepare board and committee reports.
- Prepare budgets and supporting documentation for grant proposals.
- Communicate project status and potential delays proactively.
- Perform other duties as assigned.

PERFORMANCE EXPECTATIONS

- 100% of grant applications submitted by deadlines according to internal processes.
- Accurate and timely completion of projects and assignments.
- Timely donor acknowledgments and communication.
- Effective internal communication regarding project statuses.
- Reliable management of multiple overlapping deadlines.

SKILLS AND ABILITIES:

Bachelor's degree in Human Services, English, Marketing, or related field
Ability to type with reasonable speed.
Valid state issued License with good driving record.
Ability to work well with others, including the general public.
Ability to manage and organize multiple tasks.
Ability to express ideas clearly and concisely.
Proficiency in Microsoft Suite, including Word and Excel
Familiarity with Canva Plus

Physical abilities required include: Repetitive motion, standing, walking, lifting, grasping, and hearing, visual acuity, speaking, writing, reading, kneeling, reaching, turning and bending. These employees may be subject to verbal, physical or emotional assault by persons served and may be required to wear protective clothing. As a requirement of continued employment, these employees must be able to attend and complete in-service training as dictated by state, federal and Board regulation.

COMPENSATION – Salary, Exempt from overtime.

SUPERVISORY RELATIONSHIP - Reports to Director of Engagement.

ALL EMPLOYEES ARE EMPLOYEES AT-WILL AND ARE FREE TO LEAVE INSPIREABILITIES OF ANDERSON COUNTY AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL. AS A CORRESPONDING RIGHT, THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD HAS THE SAME RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL.

	Advancement Manager	Date:
	HR Director	Date: