



10065 – 3rd Street NE
Blaine, MN 55434

November 06, 2024

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.

Mission Advancement Associate

Full-time, non-exempt position responsible for helping support the fundraising efforts of Alexandra House, Inc. as a member of the Communications, Marketing, and Development team.

Responsibilities:

- **Foster donor relationships through donor cultivation activities.**
- Provide administrative support to programs and internal teams, including managing credit card purchases, payment requisitions, and purchasing supplies.
- Input relevant prospect, donor, and volunteer information into the donor database
- Build queries and generate reports through donor database (eTapestry) to support fundraising and outreach tasks and initiatives.
- Assist in prospect research by identifying and qualifying prospective donors and supporters.
- Assist with building and enhancing community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.
- Assist in event planning and execution, such as fundraising (Hope Gala), community awareness (HopeFest), professional training, board retreats, and cultivation (Donor / Volunteer Appreciation) events.
- Writes, creates, and sends the organization's monthly e-newsletters, routinely evaluating the click and open rates to implement changes that enhance reader engagement
- Provide Administrative Support to the Executive Director, Director of Mission Advancement, the Board of Directors, and its committees.

Minimum Qualifications:

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

- Experience with a nonprofit development department or experience as an Executive Assistant to a Director level and above or a Bachelor Arts degree (business administration or relevant) or equivalent combination of education and experience.
- Excellent written and interpersonal communication skills and experience in public speaking.
- Commitment to and experience in working with people from diverse populations and marginalized communities.
- Ability to problem solve, effectively plan and prioritize, make decisions individually and within a team.
- Ability to handle donor information with complete confidentiality.
- Exceptional communication skills, both verbal and written.
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) MS Office Suite (Word, Excel, and Outlook), familiar with donor database software (eTapestry and Greater Giving is a plus)
- Familiarity and comfort using databases (donor database: eTapestry, Greater Giving).
- Ability to travel to multiple locations.

Preferred Qualifications

- Knowledge of issues specifically related to domestic and sexual violence.
- Thorough knowledge of development practices and fundraising strategies.
- Strong copywriting and editing experience.
- Solid organization skills and impeccable attention to detail and accuracy.
- Strong time management skills, with ability to make decisions about how to manage multiple tasks
- Demonstrated analytical and relationship building skills, with the ability to recognize and prioritize opportunities to achieve goals.

Hours

Monday-Friday, 8:00am – 4:30pm with evenings and weekends as needed.

Starting Salary Range

\$46,965.58 - \$52,594.38 DOQ, along with an excellent benefits package including health and dental Insurance, retirement plan with employer match, paid holidays, paid vacation and medical, life insurance, short term and long-term disability insurance.

How to Apply

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Please submit a cover letter and resume Attn: Director of Human Resources at hadmin@alexandrahouse.org.
Additionally, please apply at:
https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6557202

***No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within three business days after resumes are received.

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