



Job Title: Advancement Services Specialist

Location: Remote

Reports To: Vice President, Operations

Employment Type: Part-Time Contract

Compensation: \$50-\$75/hour (based on experience)

Application: Send your resume and cover letter to lauren@empreinteconsulting.com

About Empreinte Consulting, LLC:

Empreinte Consulting, LLC is a full-service philanthropic consulting firm, committed to helping nonprofit organizations, foundations, corporations, and individual donors maximize their impact on the communities they serve. With offices in Rochester, NY, Naples, FL, and Fort Myers, FL, our team brings over 350 years of combined industry experience. We provide customized solutions and best-practice guidance, ensuring strong, mutually beneficial relationships between donors and recipient organizations. Our mission is to alleviate the stress of fundraising, allowing our clients to achieve their goals faster and with more joy.

Job Overview:

The Advancement Services Specialist plays a key role in supporting the operations of Empreinte Consulting's client accounts. The ideal candidate will have experience in development operations, data management, gift processing, and prospect research. This position requires a detail-oriented, strategic thinker with strong organizational skills and the ability to work independently. The Advancement Services Specialist will help maintain data integrity, provide insightful reports, assist in the identification of new major gift prospects, and support fundraising efforts through efficient systems and processes.

Key Responsibilities:

Client Operations Support:

- Perform daily data entry and output, ensuring high levels of data accuracy and integrity.
- Implement efficient systems for gift processing, prospect research, and relationship management.
- Regularly reconcile gift data with finance to ensure accuracy and consistency.
- Prepare and send acknowledgement letters and other donor-related correspondence in a timely manner.
- Generate recurring and ad-hoc reports to track fundraising metrics.
- Identify and report trends in data that may impact fundraising strategies and initiatives.
- Write and update Standard Operating Procedures (SOPs) to ensure processes are accurate and up to date.

Prospect Management & Research Support:

- Assist with identifying new major gift prospects and expand the donor pipeline.
- Support portfolio monitoring and assist in tracking key prospect and donor information.
- Conduct prospect research and provide recommendations for donor engagement strategies.

Other Duties:

- Assist in managing event registration processes, onsite event logistics, and grant management systems.
- Perform other tasks as needed to support organizational goals and client needs.

Qualifications & Skills:

- **Education:** Bachelor's degree required
- **Experience:**
 - Minimum of 3-5 years of experience in Development Operations, with a focus on gift entry, finance reconciliation, data management, and analytics.
 - Proficiency with Donor CRM systems.
 - Ability and willingness to learn new CRM platforms and systems.
 - Experience with Prospect Management and Research preferred but not required
- **Skills:**
 - Exceptional attention to detail and organizational skills.
 - Strong interpersonal and communication skills, with the ability to work collaboratively with clients and team members.
 - Excellent problem-solving abilities and a proactive approach to identifying and addressing issues.
 - Strong strategic thinking and decision-making capabilities.
 - High proficiency with Microsoft Office Suite and project management tools.
 - Excellent written communication and organizational skills.

Personal Attributes:

- Client-focused with a passion for delivering excellence.
- Highly proactive, results-oriented, and solution-driven.
- Ability to be a creative in client problem solving
- Excellent organizational and time-management abilities, with the capacity to manage multiple priorities simultaneously.
- A collaborative mindset with the ability to build relationships across internal teams and external clients.

Working Conditions:

- This is a part-time, contract position with compensation ranging from \$50 - \$75 per hour, based on experience.
- Flexible work schedule, fully remote position.
- Collaborative and supportive team environment.