

Advancement Manager – Advancement - Full-time - Exempt

FAMILYConnections is seeking a creative, knowledgeable and enthusiastic **Advancement Manager** to promote the mission of the agency through fundraising, public relations and provide overall support to the Board of Trustees. The **Advancement Manager** manages, updates, and produces fundraising income and expense reports for the Director of Advancement, Chief Executive Officer and Board of Trustees. This individual provides stewardship of the Annual Appeal, drafts the Annual Appeal letter and Board Annual Appeal letter, and reconciles receipts, including sending thank you and tax letters. The **Advancement Manager** coordinates with the Director of Advancement and Development Committee of the board on planning all aspects of the Annual Gala. It is the responsibility of the Advancement Manager to manage the “external face” of the agency in terms of brand identity and the development and dissemination of all printed materials (Annual Report, Brochures, Videos, Newsletters, etc. This individual manages the content of the agency’s website, ensures that the agency’s presence on social media platforms, and coordinates contacts and nurtures relationships with media (newspapers, radio, and TV). The **Advancement Manager** serves as a member of the Development Committee of the Board and attends other Board Committee meetings, as needed. The **Advancement Manager** performs other duties as assigned by the Director of Advancement. The candidate should be a culturally competent individual who will work in alignment with Family Connections’ mission. The individual must be an enthusiastic team player and dedicated to the families we serve.

Education/Certification

- Bachelor’s degree or equivalent work experience related to nonprofit management, social services and/or marketing & communications

Experience

- At least three years’ experience in nonprofit program development, fundraising. Experience with practices and procedures of community mental health services a plus

Please email all resumes to : familycareer@familyconnectionsny.org