



<b>Position:</b>	<b>Advancement Specialist</b>	<b>Status:</b>	PT - Non-Exempt
<b>Reports to:</b>	Advancement Director	<b>Hours:</b>	Flexible
<b>Location:</b>	St. Louis City, MO 63139	<b>Salary:</b>	Starting at \$20/Hour
<b>Benefits:</b>	11 Holidays, Unlimited Sick Leave, Professional Development Stipend		
<b>Directions:</b>	Send Cover Letter, Portfolio and/or Resume to <a href="mailto:Cassandra@healingaction.org">Cassandra@healingaction.org</a>		

## AGENCY OVERVIEW

Healing Action Network fosters safety, healing, and recovery with survivors of trafficking & exploitation. We fulfill our mission through three distinct programs.

1. **Center for Survivors** – Holistic trauma recovery services to all survivors of human trafficking and exploitation.
2. **Coalition Against Trafficking & Exploitation (CATE)** – A unified community coalition to prevent and respond to human trafficking and exploitation across Missouri.
3. **Volunteer Service Link** – Build capacity of community organizations to provide support to survivors of human trafficking by facilitating connection between dedicated anti trafficking trained volunteers and victim service organizations.

## AGENCY VALUES

1. **Collaboration:** We value partnership and recognize that we can't do this work alone.
2. **Self-Determination:** We believe members are the experts of their own lives. They have the power to define their needs and make the right choices for their care and future.
3. **Wellbeing:** We believe in providing quality, supportive experience to our clients, team, and community.
4. **Authenticity:** We prioritize realism, directness, and truthfulness.
5. **Transparency:** We do what we say and explain our decisions.

## POSITION OVERVIEW

The Part Time Advancement Specialist will help further the mission of Healing Action Network by being an integral support and collaborative member of the Advancement department. The key responsibilities of this role include providing support for marketing & communications, donor relations, events, and reporting. This position reports to the Advancement Director.

## WHAT YOU WILL DO...

### Marketing & Communications

- **Graphic Design Skills:** Prepare digital media and print materials such as brochures, promotional flyers, social media posts, website content and monthly newsletter.
- **Proficiency in Office Tools:** Strong skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). Experience in Microsoft Teams is a plus.
- **Social Media Skills:** Ability to create and post social media content. Experience with Canva is a plus.
- **Donor Acknowledgments:** Manage the acknowledgment process for all donors, ensuring timely printing and sending of thank-you notes and other communications. Donor Moves Management Assist in donor cultivation and stewardship, such as: research, campaign ideation, planning, and maintaining donor touch-point programs.



### Administrative & Reporting

- **Database & Technology Proficiency:** Experience with CRM systems (e.g., Salesforce, Blackbaud, Donor Perfect) and a willingness to learn new data management tools.
- **Detail-Oriented & Organizational Skills:** Ability to manage and maintain accurate donor data, ensuring data integrity and confidentiality.
- **Coordination:** Collaborate with the Advancement Director to coordinate donor journeys, ensuring personalized and timely donor communications. Prepare monthly agenda, calendar invitations, and reports such as Advancement Financials for Fundraising Committee and various Steering Committees,
- **Monthly Donor Program:** Support strategies aimed at growing the monthly donor program, working with the department to identify opportunities for donor retention and acquisition.
- **Event & Fundraising Support:** Coordinate project management support for planning and implementing Healing Action Network's main fundraising event, Healing Night Out, with team members and vendors. Participate in events.
- **Donor Inquiries:** Monitor and respond to donor inquiries and requests in a timely and professional manner.
- **Accounting & Finance Support:** Assist with donor-related accounting and reconciliation tasks, working closely with the finance department to ensure accurate records.

### This could be a good match if you have...

- **3+** years of administrative experience.
- Bachelor's degree, preferred.
- **Team Collaboration & Independence Experience:** Ability to work both independently and as part of a team, effectively managing tasks and coordinating with the Advancement Department.
- **Analytical & Problem-Solving Skills:** Strong analytical skills for data reporting and donor trend analysis.

### REQUIREMENTS

- A passable criminal background check
- A valid driver's license and ability to obtain a Class E License within one week of starting employment, proof of automobile insurance, and reliable transportation
- Travel to and attend all Healing Action fundraising events

**NEXT STEPS** - Send Cover Letter, Portfolio and/or Resume to [Cassandra@healingaction.org](mailto:Cassandra@healingaction.org)