



## Senior Advancement Assistant

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### **Mission Statement**

Relevant Radio® - Bringing Christ to the world through the media.

### **Guiding Principles**

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

**Function Summary:** The Senior Advancement Assistant provides high-level administrative, logistical, and project management support to the Advancement department of Relevant Radio. This position plays a critical role in helping to achieve the organization's philanthropic goals by supporting major gift initiatives, planned giving, donor engagement, events, sponsorships, and donor pilgrimages. Acting as the central hub for department coordination, this role ensures seamless execution of fundraising activities, engages with donors and internal teams with professionalism, and maintains the highest levels of confidentiality and discretion.

### **Key Responsibilities**

#### Administrative & Operational Support

- Serve as the primary point of contact for the fundraising leadership team, managing calendars, scheduling donor meetings, and coordinating internal and external communications.
- Prepare agendas, talking points, briefings, and follow-up correspondence for donor visits, cultivation calls, and strategy meetings.
- Maintain confidential donor and prospect records in the organization's RE database, ensuring accuracy, confidentiality, and compliance with data management protocols.
- Process gifts, acknowledgment letters, and stewardship communications in coordination with the development operations team.

#### Donor Engagement & Stewardship

- Assist in the coordination and tracking of donor cultivation and stewardship activities for major gift and planned giving prospects.
- Support personalized donor communications including proposals, thank-you notes, impact reports, and legacy society updates.
- Conduct research and prepare donor profiles and giving histories ahead of meetings and solicitations.

#### Events, Sponsorships & Pilgrimages

- Provide logistical and administrative coordination for donor-related events, pilgrimages, and fundraising gatherings, including invitations, RSVPs, vendor coordination, and on-site support.
- Manage sponsorship tracking, fulfillment, and recognition across events and campaigns.
- Coordinate with marketing/communications for event promotion and donor recognition materials.

#### Project & Departmental Coordination

- Monitor Advancement timelines and deliverables, keeping the team aware of key deadlines and priorities.

- Assist with preparation of reports, campaign progress updates, and board/advancement committee materials.
- Support cross-department collaboration to enhance donor experiences, working with program, finance, and communications teams.

## **Qualifications**

- Active Catholic with a life of faith aligned with the teachings of the Catholic Church.
- Passion and commitment to advancing the mission of Relevant Radio.
- Bachelor's degree in nonprofit management, fundraising, business, or a related field preferred.
- Experience: Minimum 3–5 years of high-level administrative, executive assistant, or advancement support experience, preferably in a nonprofit fundraising environment.
- Skills: Strong project management, event coordination, and organizational skills. Exceptional written and verbal communication abilities. Ability to interact professionally with high-level donors and stakeholders.
- Technical: Proficiency with donor software and Microsoft Office Suite; comfort with mail merge, spreadsheets, and presentation tools.
- Attributes: Discreet, diplomatic, detail-oriented, proactive, and able to manage multiple priorities in a fast-paced environment.

## **Work Environment & Physical Requirements**

- Ability to work occasional evenings and weekends for events or donor travel.
- May require light travel for pilgrimages and off-site donor engagements.
- Ability to lift 30 pounds for event set up, carrying boxes of marketing collateral and materials, and any other needs for marketing related projects.

## **Compensation & Benefits**

- Position reports to the SVP / Director of Revenue
- Pay range is between \$24.00 and \$34.00 per hour, depending on experience.
- Position is in Lincolnshire, IL. In-Office, 5 days per week, Monday through Friday.
- Valid driver's license is required, and reliable transportation is needed.
- Full time benefit eligibility. View our website for a list of benefits offered:  
<https://relevantradio.com/about/careers/>