



Friends World Committee
for Consultation
SECTION OF THE AMERICAS

Comité Mundial de Consulta
de los Amigos
SECCIÓN DE LAS AMÉRICAS

Advancement Coordinator	
FLSA: Exempt Applicable Exemption(s): Administration	Compensation: \$41,000- 55,000 DOE + benefits
Excellent verbal and written English required, Spanish proficiency desired	Location: Friends Center, Philadelphia, PA but remote considered
Reports to: Executive Secretary	Open until filled, application deadline January 12, 2024

This position with the Friends World Committee for Consultation Section of the Americas (FWCC), is full-time (35 hours per week), exempt, with full benefits. The preferred position location is the Friends Center office building in Philadelphia's Center City but remote locations will be considered. The Advancement Coordinator will work closely with the Executive Secretary and other staff to collectively raise \$500,000 annually through a combination of individual gifts, grants, and contributions from other denominational bodies. The Advancement Coordinator will be engaged in all aspects of the FWCC fundraising program, including but not limited to:

Annual fund

Coordinate four annual mailed appeals, regular digital appeals, monthly giving, acknowledgements, maintain database, develop creative approaches, monthly, quarterly, and annual internal and external reports, including reconciling with bookkeepers.

Major gifts

Coordinate phone calls and visits by the Executive Secretary, reporting, forecasting, cultivate relationships with and solicit a pool of mid-level donors, develop the stewardship plan. Up to 10% total position time dedicated to travel: local, nationwide, and international.

Planned giving

Coordinate a consistent approach with the Executive Secretary to cultivating new prospects and stewarding existing donors. Work with Everence and Friends Fiduciary to offer services to Friends across the spectrum.

Communications

Maintain a lively online and print communications program in coordination with the FWCC team, recruit and support volunteers, work with professional contractors, and support fundraising and programmatic goals.

Grant writing & reporting

Research and coordinate preparation of proposals, budgets, and reports with staff and work with the Executive Secretary on priorities and relationships.

Volunteer Engagement

Work with the Development Working Group (DWG) to report and analyze trends while proofing and evaluating fundraising efforts. Work with Representative Engagement Program Group to help Representatives to be advocates for FWCC with their monthly and yearly meeting.

Typical Advancement Coordinator Tasks:

- Donation processing and donor database updating
- Monthly English e-newsletter using constant contact
- Semi annual news for Friends Journal
- Annual Section news to Friends World News
- Annual report
- Grant writing & reports
- Event publicity and registration
- Consultation publications
- Constant Contact list management
- Social media (Facebook, Instagram)
- Advertising-print & digital
- Friends of FWCC group
- Weave a Legacy Society
- New donor series
- Major donor moves tracking
- Direct solicitations
- Sustainer recruitment & upgrading
- Quarterly mailed appeals
- Monthly e- appeals
- Representative report preparation
- DWG reporting, fundraising dashboard

Organization

The Friends World Committee for Consultation, founded in 1937, encourages fellowship among all the branches of the Religious Society of Friends. In the Americas, the Quaker community extends from the Arctic to the Andes, spanning a rich diversity of regional cultures, beliefs and styles of worship. FWCC Section of the Americas offers programs that unite Friends across the hemisphere through Spirit-led fellowship. For more information, visit www.fwccamericas.org.