



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Engagement Assistant

Reports to Director of Engagement

Part-Time: 15-20 hours/week depending on time of year

Crescent Cove

The mission of Crescent Cove is to offer care and support to children and young adults with a shortened life expectancy, and their families who love them. Crescent Cove is Minnesota's first residential children's respite and hospice home, which opened in May 2018 in Brooklyn Center. The Home provides short, 1-7 day respite breaks for children with life-threatening conditions, as well as sacred space beyond the hospital or home environment for compassionate care at the end-of-life. Crescent Cove provides support services such as massage, music, and art therapy, spiritual care and healing touch, and support groups for families caring for a child with a life-threatening condition.

Position Summary

The Engagement Assistant works with the Director of Engagement on: (1) the development program for Crescent Cove, including gift processing, stewardship and data management, (2) communications and outreach including web site, email and social media management, and (3) assists with events when needed.

Primary Duties and Responsibilities

The Engagement Assistant will perform the following duties:

- Track all incoming donations to Crescent Cove through the donor database and work in conjunction with the Office Manager on monthly reconciliations;
- Assist with and help maintain a quality donor database through updating donor and constituent information;
- Generate thank you letters and other forms of donor appreciation through a stewardship plan;
- Help manage the Crescent Cove web site through updating content on a regular basis;
- Assist in preparing and generating monthly e-mail communications to the Crescent Cove community, including donors, families and volunteers;
- Assist with implementing social media outreach and engagement;
- Assist with the executing of annual events including the Home Plate Gala and Cove Competition;
- Potential to staff events that support Crescent Cove or talking engagements if needed, estimated at 1 per quarter;
- Perform other responsibilities as assigned by the Director of Engagement.

Qualifications

- Two or more years of experience working in a fundraising, non-profit, or relevant environment
- Bachelor's Degree

Knowledge, skills and abilities

- A commitment to philanthropy and to a high level of donor communication
- Knowledge of, and ability to use donor base software
- Familiarity with gift processing and tracking
- Knowledge of appropriate marketing techniques and how they relate to e-communications
- Strong verbal and written communication skills
- Self-motivated, self-directed, and organized
- Belief in the mission and vision of Crescent Cove
- Strong integrity and ethical conduct
- Willingness to work flexible hours, including evenings or weekends when assigned

Personal characteristics

- Self-starter and goal-oriented
- Effective communicator
- Works cooperatively and effectively with others
- Organized

Please submit a cover letter and resume to Tara Anderson at Tara.Anderson@CrescentCove.org.
References and background check following successful interview.