



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Engagement Assistant

Reports to Director of Engagement

Full-Time Salaried position; Salary is commensurate with experience

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 overnight respite stays 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 of a child. 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) elements of the fundraising program such as donor outreach, third-party fundraising and peer-to-peer campaigns, and (3) event logistics assistance.

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 finance support staff on reconciliation process;
- Serve as the staff lead in maintaining a quality donor database through updating donor and constituent information;
- Generate donor thank you letters and create and maintain a robust stewardship plan to recognize and thank donors;
- Assist with the logistics and execution of annual events, including the annual fundraising Gala;
- Serve as the staff lead for the silent auction as part of the annual Gala;
- Serve as the staff lead for the annual donor recognition event;
- Perform donor outreach for gifts \$1000 and under;
- Serve as the lead for working with and executing third-party fundraisers and peer-to-peer fundraising campaigns;
- Potential to staff events that support Crescent Cove or talking engagements if needed, estimated at 1 per quarter;
- Potential to assist with social media;
- 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
- In lieu of two years of experience, demonstrated motivation to learn about fundraising operations is essential
- Bachelor's Degree

Knowledge, Skills and Abilities

- Self-motivated, self-directed, and organized
- A commitment to philanthropy and to a high level of donor communication
- Willingness to learn the functions of a fundraising operation
- Knowledge of, and ability to use donor base software
- Familiarity with gift processing and tracking
- Strong verbal and written communication skills
- 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 Required

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

Please submit a cover letter and resume no later than September 30, 2021 for full consideration to Tara Anderson at Tara.Anderson@CrescentCove.org. References and background check following successful interview.