



Job Title: Advancement Associate

Reports To: Director of Advancement Initiatives

Location: Metro Phoenix

Revised: January 23, 2026

Salary Range: \$50,000 – \$55,000 per year; DOE

ABOUT BE A LEADER FOUNDATION

Founded in 2002, the Be A Leader Foundation has impacted the lives of thousands of underserved youth in Arizona. Starting in 2006, Be A Leader began offering structured leadership programming to thirty-two 8th-grade students. Since then, the organization has added additional programs now impacting thousands of students, 7th grade through college, annually in three focus areas: College Access, Postsecondary Transition, and College Success. Our vision is that all students have the opportunity to succeed in higher education and have the skills and resources to ensure personal success. Our mission is to increase the number of students who are prepared for and succeed in higher education by empowering them with tools, leadership skills, and consistent support, transforming lives, and creating life-long opportunities for success.

SUMMARY

The Advancement Associate supports the organization's fundraising, marketing, and communications efforts by providing strong operational, administrative, and project support. This entry-level development role assists with data management, acknowledgements, communications, and event logistics to ensure a positive and professional experience for donors, funding partners, and community members. Working closely with the Director of Advancement Initiatives and the Chief Advancement Officer, the Associate helps keep business systems and processes running smoothly and supports campaigns and events from behind the scenes. This role is a remarkable opportunity to build foundational skills in nonprofit development and relationship management and is ideal for an early-career professional who wants hands-on experience across donor relations, campaigns, events, and storytelling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Actively support the Advancement team and CEO in their fundraising, marketing and communications activity.
- Enter and manage gifts in Salesforce with accuracy and timeliness.
- Maintain clean, up-to-date donor and audience records and support reporting needs.
- Schedule and send email communications and basic social media posts.
- Update website content and maintain digital content libraries.
- Support design preparation of marketing and fundraising assets.
- Prepare timely thank-you and acknowledgement letters and other stewardship communications.
- Support high-quality event execution including managing event logistics, guest lists, registration, and check-in.
- Prepare written and visual materials as directed for grants, meetings, events, and mailings.
- Provide responsive and reliable internal support to team members.
- Ensure the ethical handling of all confidential donor and prospect information.
- Perform other related duties as assigned.
- Help to promote a culture of philanthropy throughout the organization.

SUPERVISORY RESPONSIBILITIES

Responsible for coordinating and managing corporate volunteers who support Be A Leader Foundation community events and student-focused programming.

LANGUAGE SKILLS

Ability to read, analyze and interpret general periodicals, professional journals, etc. Ability to write reports, business correspondence, and program/activity plans. Spanish fluency is not required but preferred.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree in a related field
- 1-3 years of relevant work experience in a professional environment
- 0-2 years of successful experience in the nonprofit sector, fundraising and/or relationship building
- Experience and proficiency in working with nonprofit Customer Relationship Management software

PREFERRED EDUCATION & EXPERIENCE

- Interest in CFRE certification or other fundraising professional development
- Proficiency in Spanish desirable
- Experience with Salesforce CRM strongly preferred

OTHER QUALIFICATIONS/SKILLS/ABILITIES

- Excellent written, verbal, and interpersonal communication skills; reliability and a respectful, professional approach to the work.
- High digital literacy; proficiency with Google Workspace, Canva, social media platforms, Mailchimp and fundraising CRMs.
- Strong organizational skills.
- Meticulous attention to detail and commitment to data and audit integrity.
- Demonstrated ability to work collaboratively.
- Comfortable communicating with stakeholders at all levels of the organization and broader community.
- Commitment to equity, inclusion, and culturally responsive fundraising practices.
- Demonstrated commitment to advancing the mission of the organization.
- Must have reliable transportation.
- Employment contingent on background check clearance

ORGANIZATIONAL COMPETENCY ALIGNMENT

The Advancement Associate is expected to demonstrate the following organizational-wide competencies:

- **Student-Centered Mindset:** Approaches all advancement work with professionalism, care, and an understanding that fundraising and communications efforts ultimately support students and families.
- **Growth & Learning Orientation:** Demonstrates curiosity, openness to feedback, and a commitment to continuous learning while building foundational skills in nonprofit development.
- **Collaborative Approach:** Works effectively with the Advancement team, leadership, and cross-functional partners, contributing to a positive team culture through reliability and shared accountability.
- **Data-Informed Decision-Making:** Maintains accuracy, integrity, and confidentiality in donor data, communications, and reporting, using information responsibly to support ethical and effective fundraising operations.
- **Clear & Constructive Communication:** Communicates clearly, professionally, and respectfully while remaining adaptable and responsive in a fast-paced, evolving environment.

Qualified applicants may submit a letter of interest, resume and contact information via e-mail to Marissa Martin, Director of Advancement Initiatives at marissa.martin@bealeader.org.

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments.