



Philanthropy Advisor Job Description

The purpose of the Philanthropy Advisor position is to collaborate on the development and execution of fundraising efforts for the Illini Service Dogs (ISD) organization. This position works with members of the Executive, Advisory, and Administrative board to effectively coordinate efforts. The Philanthropy Advisor is expected to seek out fundraising opportunities, collaborate with the Executive board and Chief Financial Officer (CFO) to identify and apply for grants and maintain donor relationships. This is a volunteer position on Illini Service Dogs' advisory board, and reports directly to the CFO. Advisory board positions do not maintain voting rights but advisor input is highly sought out on a continual basis for all business matters.

Essential Duties and Responsibilities

- Maintain ISD donor contact list with a system to intentionally maintain relationships with companies, individuals, etc.
- Coordinate and send out appropriate “thank you’s” for donations including, but not limited to, postcards, tax documents, invoices and receipts
- Identify, lead and execute fundraising opportunities both on and off campus (working with the Fundraising Chair on Exec and the CFO on the Board of Directors)
- Coordinate fundraising and special events (e.g. graduation ceremonies)
- Coordinate with campus social media chair and administrative board on social media fundraising opportunities (e.g. Giving Tuesday)



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- Identify and apply for grants, sponsorships, in-kind donations for raffles and more
- Create and regularly disseminate a donor newsletter
- Engage volunteers in fundraising efforts
- Virtually attend board meetings as well as additional meetings as needed
- Additional responsibilities assigned as appropriate or created by the individual or outlined in the transition document provided by the previous Philanthropy Advisor