



Senior Associate Advancement

Reports to: Chief Advancement Officer

FLSA Status: Full-time/Exempt/40 Hrs per Week

Salary Range: \$62,000 - \$78,000 per year based on experience

Schedule: Monday – Friday, 8:00 a.m. – 4:00 p.m.

Location: Hybrid, with regular on-site presence and availability for events as needed

About Us

Incorporated as a 501(c)(3) nonprofit organization in 2007, The Beacon's mission is to provide essential and next-step services to restore hope and help end homelessness in Houston. We accomplish this by providing compassionate services to individuals experiencing homelessness with the goal of helping them achieve housing stability and improved well-being. The Beacon operates the largest drop-in day center in downtown Houston and is a key partner in The Way Home Continuum of Care. As such, The Beacon serves as the primary entry point for individuals seeking housing and supportive services.

Job Summary

The Senior Advancement Associate plays a key role in strengthening The Beacon's volunteer program, community engagement, organizational awareness, and advancement operations. Reporting to the Chief Advancement Officer (CAO), this position serves as the team lead for volunteer administration and community engagement functions that attract the resources and support to advance The Beacon's mission.

The Senior Advancement Associate has primary responsibility for maintaining the accuracy and integrity of advancement data and supporting the effective use of The Beacon's donor and volunteer management systems. The position supports donor stewardship and communications, gift processing and reconciliation, volunteer registration and engagement, fundraising campaigns, special events, and advancement reporting.

This role also serves as a key project and operational partner to the CAO, helping coordinate advancement priorities, improve internal processes, prepare donor and Board materials, and ensure projects move efficiently from planning through completion. The ideal candidate is highly organized, technologically capable, detail-oriented, collaborative, and able to



independently manage multiple priorities while exercising sound judgment with confidential donor and organizational information.

Key Responsibilities

Advancement Systems & CRM Management

- Serve as a primary administrator and internal resource for The Beacon's donor CRM and related advancement systems.
- Support implementation, configuration, testing, data migration, documentation, and ongoing optimization of new advancement technology and CRM platforms.
- Maintain accurate and complete donor, prospect, gift, volunteer, campaign, and engagement records.
- Establish and maintain consistent data-entry, coding, documentation, and data-quality practices.
- Identify opportunities to improve advancement workflows, reporting processes, system utilization, and data integrity.
- Develop and maintain written procedures, guides, and documentation for advancement systems and recurring processes.
- Generate reports, lists, queries, and analyses to support fundraising campaigns, donor stewardship, financial reconciliation, grant applications and reporting, Board reporting, and organizational decision-making.
- Serve as a resource to staff requiring advancement data, reports, or assistance with advancement systems.

Gift Processing, Reporting & Reconciliation

- Coordinate timely and accurate processing and recording of charitable contributions, including online gifts, checks, pledges, matching gifts, in-kind contributions, event revenue, and other forms of support.
- Ensure gifts are accurately coded and documented in accordance with organizational procedures.
- Partner with Finance to reconcile advancement records with financial records and resolve discrepancies.
- Prepare recurring and ad hoc fundraising reports for the CAO, Finance team, executive leadership, and Board.
- Maintain organized electronic records and supporting documentation related to gifts and advancement activities.
- Handle confidential donor and financial information with a high degree of discretion and integrity.

Donor Stewardship & Communications

- Coordinate the donor acknowledgment process, including preparing timely, accurate, and personalized acknowledgment and thank-you letters.



- Draft and customize donor correspondence and stewardship communications for review and signature by the CAO and CEO.
- Support donor mailings, annual appeals, year-end campaigns, Giving Tuesday, and other fundraising initiatives.
- Assist with donor research, stewardship tracking, meeting preparation, presentations, reports, and other materials that support donor engagement.
- Help ensure donor communications and records accurately reflect donor history, preferences, relationships, and engagement with The Beacon.
- Coordinate with Advancement team members on email communications, website updates, digital content, and other donor-facing materials as assigned.

Volunteer Engagement & Administration

- Coordinate volunteer registration and administrative processes, including responding to inquiries, assisting volunteers with registration systems, and troubleshooting registration issues.
- Maintain accurate volunteer records and generate volunteer participation and engagement reports.
- Coordinate with Day Center and program staff to ensure volunteer information, schedules, opportunities, and communications are accurate and current.
- Support volunteer welcome, appreciation, recognition, and stewardship communications.
- Identify and share opportunities for stronger integration between volunteer engagement and The Beacon's broader advancement and donor stewardship efforts.

Fundraising Campaigns & Special Events

- Provide significant operational and project support for The Beacon's signature fundraising events, including Come to the Table, as well as donor cultivation and stewardship events.
- Support event registration, guest and donor data, sponsorship tracking, acknowledgments, event technology, materials, communications, and post-event reconciliation.
- Coordinate advancement-system and database needs associated with fundraising events and campaigns.
- Assist with production and preparation of event collateral, donor materials, invitations, programs, presentations, signage, and other materials.
- Track project timelines, deliverables, and follow-up activities to support successful execution of fundraising initiatives.
- Provide on-site support for fundraising and advancement events as needed.

Advancement Operations & CAO Support

- Serve as a key operational and project support partner to the Chief Advancement Officer.
- Assist the CAO with coordinating advancement priorities, deadlines, donor communications, reporting, presentations, and special projects.



- Prepare data, reports, background information, and materials for donor meetings, Board and committee meetings, grant applications, presentations, and other advancement activities.
- Collaborate across departments to gather program information, outcomes, stories, and data needed for fundraising and stewardship.
- Anticipate information and operational needs and proactively identify solutions that improve the efficiency and effectiveness of the Advancement function.
- Support onboarding and training of staff in advancement systems and established processes as appropriate.
- Contribute to a collaborative Advancement team in which responsibilities may shift during major campaigns, events, deadlines, and organizational priorities.
- Perform other duties and special projects consistent with the scope and level of the position.

Qualifications

Education & Experience

- Associate's or bachelor's degree in nonprofit management, communications, business, information systems, or a related field preferred; equivalent relevant experience may be considered.
- Three or more years of progressively responsible experience in nonprofit development, advancement operations, donor database management, volunteer engagement, fundraising administration, or a related field.
- Demonstrated experience working with donor databases, CRM platforms, volunteer management systems, or comparable information systems.
- Experience supporting fundraising campaigns, donor stewardship, special events, or nonprofit advancement activities preferred.

Skills & Competencies

- Strong technical aptitude and demonstrated ability to learn, implement, and improve database and CRM systems.
- Exceptional attention to detail and commitment to data accuracy and integrity.
- Strong analytical skills with the ability to generate, interpret, and communicate information from multiple data sources.
- Excellent organizational and project-management skills with the ability to manage multiple priorities and deadlines.
- Strong written communication skills and ability to prepare professional, personalized donor correspondence.
- Ability to work independently, exercise sound judgment, identify problems, and recommend practical solutions.



- Strong interpersonal and customer-service skills when working with donors, volunteers, Board members, staff, and community partners.
- High degree of discretion and integrity when handling confidential donor, financial, and organizational information.
- Proficiency with Microsoft Office and demonstrated ability to work effectively with CRM, fundraising, volunteer management, email marketing, website, and event-management platforms.
- Adaptable, collaborative, and comfortable working in a dynamic environment with changing priorities.
- Commitment to The Beacon's mission and to treating individuals experiencing homelessness with dignity and respect.

Work Environment & Physical Demands

- Hybrid work environment with regular on-site presence and occasional off-site meetings and events.
- Availability to work occasional evenings and weekends for fundraising events, campaigns, and other organizational activities.
- Must be able to lift up to 20 pounds and remain seated for extended periods while performing computer-based work.
- Comfortable working in dynamic and non-traditional environments.

Acknowledgement of Job Description

I acknowledge that I have received and reviewed the job description for the Senior Associate Advancement position. I understand the duties and responsibilities outlined within this document and agree to perform my role in accordance with the expectations and standards set forth by The Beacon. I also understand that this job description is not intended to be all-inclusive and that additional responsibilities may be assigned as necessary.

Employee Name: _____

Signature: _____

Date: _____

Supervisor Name: _____



Signature: _____

Date: _____

The Beacon is proud to be an equal opportunity employer. We are committed to fostering an inclusive and respectful workplace where all employees and applicants are treated fairly, without regard to race, color, sex, gender, sexual orientation, national origin, age, religion, disability, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

Apply: Send a resume and cover letter to HR@beaconhomeless.org