



**Stepping Stones Foundation
Historic Home of Bill & Lois Wilson**

JOB DESCRIPTION

ADVANCEMENT COORDINATOR

THE STEPPING STONES FOUNDATION

KATONAH, NY

ON-SITE WITH FLEXIBILITY FOR SOME REMOTE DAYS/HOURS

Date Posted: February 9, 2022

Start Date: As soon as filled

Position Description: Stepping Stones seeks an Advancement Coordinator for fundraising and communications. The coordinator will report to the Executive Director and work closely with the Senior Foundation Assistant, other staff and consultants to grow fundraising programs, to help organize in person and online events, and to coordinate donor, volunteer, and community relations activities.

Background: Stepping Stones is on the border of Katonah and Bedford Hills in the Town of Bedford in northern Westchester County, NY - a suburb approximately one hour north of Manhattan. The private, nonprofit, and tax-exempt National Historic Landmark, is the historic home and archive of William Griffith Wilson ("Bill W."), who wrote the 12 Steps of recovery and cofounded Alcoholics Anonymous in 1934, and Lois Burnham Wilson, who cofounded Al-Anon Family Groups in 1951. The mission of the organization is to foster public understanding of alcoholism and inspire recovery by preserving and sharing the historic home, archives, and legacy of the Wilsons. Today their legacy touches more than 2 million people worldwide.

The home and archives include the Wilson's residence, Bill W.'s writing studio, 8.17 acres of grounds (including flower and community vegetable gardens), 10,000 historic objects, and 100,000 manuscripts and photographs. The landmark offers tours, an Annual Picnic (2022 is the 71st), and off-site and online programs including presentations and plays based on the Wilson's archive. An online archive is in development to better share the story and legacy of the Wilsons with worldwide audiences. For more information, visit <https://www.stepsstones.org>.

Position Overview: The Advancement Coordinator is responsible for helping to organize and carry out fundraising and communications activities. Reporting to the Executive Director, the Advancement Coordinator assists with committees, plans, projects, communications and events to develop audiences and relationships and to raise funds.

Primary responsibilities of position:

Development

- Coordinates or assists with development of initiatives, projects and appeals.
- Coordinates with consultants.
- Helps build major donor, matching, planned giving, recurring, in-kind, and wish list programs.
- Assists with grant applications, research, and reports.
- Responds to requests from donors, media, and volunteers.
- Maintain accurate data and generates donor acknowledgements.
- Coordinates logistics of events and leads the events staff team.

Communications & Community Relations

- Coordinates digital outreach—website, social media, mass emails, online ads, etc.
- Promotes volunteer opportunities and liaises with ambassadors, friends and other volunteers
- Develops and distributes minutes, reports, metrics, and news releases.
- Contributes to communications and community relations plans.
- Updates and grows media, donor, volunteer, and other databases.
- Writes content for publications and coordinates with newsletter, web and ad designers.
- Coordinates community and promotional partnerships.

General

- Represent organization at events and with potential supporters, advocates, and volunteers.
- Fill in for Executive Director and other colleagues as needed.
- Occasional evening and weekend hours.
- Other duties as assigned.

Qualifications

- Bachelor's Degree.
- Relevant past experience and/or personal interest in organization mission.

Compensation: Salary commensurate with experience; health, dental, vision (80% of premium paid by employer); 401(k) (3% of compensation); and generous leave time.

Application Process: Bill Appleton is the consultant leading this search. To be considered for the position, email your resumé, a maximum of one-page narrative describing your interest and experience, and the contact information for three or more professional references to Bill Appleton, c/o Sally A. Corbett-Turco, Executive Director, at execdirectorssf@gmail.com