



Advancement Associate Impact Description July 2026

ORGANIZATIONAL OVERVIEW

The Foundry Educational Foundation (FEF), headquartered in Schaumburg, IL, is a 501c3 non-profit organization that was established in 1947 by the leaders of the metal casting industry, with the support of affiliated organizations and societies, as an independent extension of metal casting educational programs at colleges and universities across the country. The primary objective was to bring top-quality men and women into the industry. FEF has since become the lifeline of quality people to our industry. The mission of FEF is to strengthen the metal casting industry by supporting unique partnerships among students, educators and industry, helping today's students become tomorrow's leaders.

For more information about FEF, please visit: <http://www.fefinc.org/>



POSITION OVERVIEW

FEF is looking for an innovative and energetic mid-level fundraising professional who is excited about the mission and interested in joining a dynamic and innovative team. The Advancement Associate is responsible for executing the organization's annual giving program, which includes a fall individual giving campaign, and assisting with the overall fundraising strategy to support its mission and long-term sustainability. This role oversees all annual giving activities, which includes some individual/alumni and corporate giving, assists with major campaigns and events, works on special alumni engagement activities, and provides donor stewardship.

The ideal candidate will be well versed in the basic aspects of fundraising and program/project development. They will have experience and show success in relationship building with both individuals and corporate leaders. They will have experience working with volunteer boards and committees. They will be able to develop and advance annual campaigns and specific corporate grants. The candidate will be a strong communicator and writer, comfortable in presenting the organizational mission to a wide variety of industry professionals,



students, university leaders and professors, and many other contacts. The ideal candidate will be highly organized, detail oriented and able to work on multiple projects with varying deadlines.

This position includes regional and national travel. This position will be mostly a remote work position but does require quarterly in-office meetings.

The Advancement Associate position is critical in maintaining the funding for the mission components of FEF. The Associate is responsible for bringing knowledge of our mission to many constituents, advancing engagement with our alumni, partners and new prospects, and assisting in maintaining a philanthropic focus with staff, boards and other members of the FEF team.

The key to success in this position will be the ability to meet quarterly key performance metrics. This position reports directly to the Director of Resource Development.

PRIMARY DUTIES AND RESPONSIBILITIES

Fund Development Activities

- Assist in the development and achievement of annual fundraising goals:
 - Write and direct outreach for annual requests from individuals/alumni, corporate partners
 - Assist and analyze fundraising communication, online activity and website
 - Write and maintain specific annual grants
- Identify new funding opportunities and diversify revenue streams:
 - Create connections to individuals/alumni using defined engagement opportunities
 - Develop new programs to secure new individual and corporate prospects
 - Research new grant opportunities
- Assist or lead specific fundraising events, assist with regional campaigns, endowment and planned giving outreach, and other initiatives.
- Assist in developing and implementing a comprehensive, multi-year fundraising plan.

Donor Cultivation & Stewardship

- Build and maintain strong relationships with alumni, corporate partners, individual donors, foundations, and volunteer leadership.
- Assist with donor engagement, recognition, and retention strategies.
- Assist in alumni engagement strategies – connected to fundraising goals.
- Assist with Key Professor and Advisory Board relationships, liaison with specific AFS Chapters.
- Assist in planning and activities related to FEF's College Industry Conference.

Fiscal and Team Management

- Recruit, train, and support volunteers in fundraising activities related to annual fund goals.
- Assist in coordinating the Board Fund Enhancement Committee.
- Oversee compliance with accounts such as Benevity and other giving systems.
- Analyze and track donations to the annual fund, create an end of year analysis, assist in comparing and reconciling donations in Raiser's Edge to Quickbooks accounting.

Collaboration & Communication

- Work closely with FEF team to align fundraising with organizational goals.
- Prepare reports and presentations for leadership and funders as required.



- Participate in speaking engagements, Regional and Chapter meetings, Society Annual Meetings, specific events, student groups at FEF schools and other special activities.
- Provide input and direction for FEF publications including the Annual Report, College Industry Conference materials, social media and other assorted publications.

ATTRIBUTES AND QUALIFICATIONS

- 4+ years of progressively responsible development experience; with experience securing annual gifts, grants, and building individual and corporate relationships.
- Bachelor's degree.
- This position requires an individual to be located in the main mid-west donor area which currently encompasses: Wisconsin, Illinois, Indiana, Iowa, Ohio, and Michigan.
- This position requires perseverance, professionalism, and a willingness to make phone calls and follow-up calls.
- Demonstrated ability to work collaboratively in a small team environment.
- Track record of excellent critical thinking and problem-solving skills, with sound judgment in prioritizing problems and opportunities.
- Knowledge of database management (Raisers Edge or similar *relationship management* software, preferred).
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint.
- Must be comfortable using MS Teams.
- Must have a valid driver's license and clean driving record.
- Must be able to read and write in English.
- Excellent interpersonal communication and planning skills.
- Ability to inspire trust and build lasting donor relationships.
- Highly organized with demonstrated ability to simultaneously balance deadlines and projects.

COMMITMENTS FROM FOUNDRY EDUCATIONAL FOUNDATION

FEF is an Equal Opportunity Employer and Service Provider. Our programs, services, and employment are available to all individuals on an equal basis regardless of race, color, religion, sex (including pregnancy), national origin, age, disability (including those with sight or hearing impairments), marital status, sexual orientation, gender identity, arrest or conviction record, the ability to speak English and any other category protected by federal or state law.

- References will not be contacted until a candidate has been notified.
- Offers of employment are contingent upon results of thorough background and reference checks.
- This position will remain open until it is filled.
- All inquiries and interactions with potential candidates are kept in strict confidence.

The annual salary range for this leadership position begins at **\$90K** and offers the following suite of benefits:



- Generous vacation time
- Personal Time
- 10 Paid Holidays
- Health and dental insurance
- Long & short-term disability coverage
- 401K company contribution plan

After an initial training period, the position is remote with a mandatory minimum of two days per quarter in the FEF Home Office in Schaumburg IL. Up to 20% overnight travel throughout the US to important events is required. Position is contingent with background check and competencies assessment.

INSTRUCTIONS FOR APPLICANTS

For full consideration of this position, please email all items below, combined into one document, to FEF@leadingtransitions.com, attention: Mindy Lubar Price, President & CEO, Leading Transitions LLC, 1345 N. Jefferson St., Suite 350, Milwaukee, WI 53202 no later than **5:00 p.m. CST on August 20, 2026**:

- A letter demonstrating your qualifications for the Advancement Associate position that includes your interest in the mission of FEF, and a description of your salary parameters,
- A detailed and updated resume and,
- The names of, your relationship to, and contact information for three professional references.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.

