

SOUTHERN BERKSHIRE AMBULANCE SQUAD, INC.

Advancement Consultant

Position	Advancement Consultant
Organization	Southern Berkshire Ambulance Squad, Inc. (SBAS)
Reports To	Chief Operating Officer
Status	Independent contractor
Location	Southern Berkshire County, Massachusetts
Compensation	\$1000 to \$1400 per week, commensurate with qualifications
Posted	September 5, 2026

About SBAS

Southern Berkshire Ambulance Squad, Inc. provides emergency medical and ambulance services to six towns in southern Berkshire County, Massachusetts. When a neighbor calls, SBAS responds — at any hour, in any weather, regardless of the caller's ability to pay.

SBAS is a nonprofit organization supported by a combination of patient-service reimbursement, appropriations from its member towns, and charitable contributions. Reimbursement does not cover the full cost of emergency response, and no reimbursement is received at all when a patient declines transport. Philanthropic support is therefore essential to SBAS's ability to maintain the readiness, equipment, and staffing its communities depend on — including the capital investment required to keep modern, fully equipped ambulances in service.

Position Summary

The Advancement Consultant leads SBAS's fundraising, donor relations, and communications functions. Reporting to the Chief Operating Officer, the Consultant plans and executes fundraising campaigns, identifies and cultivates individual and institutional donors, manages SBAS's donor database and gift-acknowledgement process, and produces SBAS's newsletter, website content, and public communications.

This is a hands-on role in a lean organization. The Advancement Consultant is both the strategist and the principal producer of the work — writing appeal letters and newsletters, coordinating mailing services, updating the database, cultivating donors, and reporting results. The Consultant works independently, and collaborates closely with a volunteer board and a small operations team in support of a mission that is immediate and tangible to every household in the service area.

Key Responsibilities

Fundraising and Development

- Design, produce, and execute no fewer than three direct-mail solicitation campaigns annually, from concept and copy through vendor coordination, production, mailing, and results analysis.
- Identify, research, cultivate, solicit, and steward individual donors, including high-capacity donors and major-gift prospects.
- Track fundraising leads and conduct timely, consistent follow-up.
- Develop and manage a prospect portfolio and maintain a disciplined approach to donor cultivation and solicitation.

- Support planning and execution of capital fundraising efforts, including equipment and vehicle replacement campaigns.
- Support the marketing and donor engagement components of events that SBAS elects to produce.

Donor Relations, Stewardship, and Data Management

- Ensure that all donations are recorded timely and accurately in SBAS's DonorSnap donor database.
- Ensure that written acknowledgment letters meeting applicable IRS substantiation requirements are sent to donors within fifteen (15) days of receipt of the donation.
- Maintain and improve the integrity of the donor database, including name and salutation corrections, spousal and duplicate-entry corrections, address updates, and correction of existing errors.
- Produce donor reports, giving histories, segmentation, and campaign analyses to support strategy.
- Maintain strict confidentiality of donor and prospect information.

Communications and Marketing

- Write, produce, and distribute the monthly newsletter in both email and web formats, including any placement with local media outlets.
- Develop and manage SBAS's social media content and community presence.
- Prepare donor-facing and community-facing materials, and support presentations to member towns and community organizations as requested.
- Ensure consistent, accurate messaging, and obtain SBAS approval before releasing any public statement or material on SBAS's behalf.

Reporting and Administration

- Deliver a written monthly summary of advancement, communications, and fundraising activity.
- Deliver a written results summary for each direct-mail solicitation campaign.
- Work within the approved advancement budget and obtain approval before committing SBAS to any vendor or expenditure.

Compliance and Ethics

- Comply with applicable charitable-solicitation laws and registration requirements and with SBAS's donor, gift-acceptance, and communications policies.
- Comply with IRS gift-substantiation requirements and with applicable data-security and privacy laws, including M.G.L. c. 93H and 201 CMR 17.00.
- Direct all gifts and donor payments promptly to SBAS; the Director does not handle, deposit, or have access to SBAS financial accounts.
- Adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards. Compensation for this position is not tied to funds raised.

Qualifications

Required

- Three or more years of nonprofit fundraising, development, or advancement experience, or an equivalent combination of education and experience.
- Demonstrated success planning and executing direct-mail and annual-giving campaigns.
- Experience with a donor CRM or database (DonorSnap, Bloomerang, Little Green Light, Raiser's Edge, or comparable), including data hygiene and reporting.
- Excellent writing, editing, and proofreading skills, with the ability to write persuasively for donor audiences.
- Proficiency with email marketing platforms and basic website content management.
- Working knowledge of gift acknowledgment and IRS substantiation requirements.

- Demonstrated discretion and sound judgment in handling confidential donor information.
- Ability to work independently, manage multiple deadlines, and operate effectively in a small organization.

Preferred

- Experience with major-gift cultivation and capital campaigns.
- Familiarity with the Berkshire County philanthropic community.
- Experience presenting to municipal bodies or public funders.
- Working familiarity with HTML and website content management systems.
- Experience with emergency medical services, healthcare, or public-safety organizations.
- Grant research and writing experience.

Key Competencies

- Mission orientation — a genuine connection to emergency services and to the communities SBAS serves.
- Relationship building — the credibility and warmth to earn the trust of donors, volunteers, town officials, and board members.
- Initiative — the capacity to set priorities and produce results without close supervision.
- Attention to detail — accuracy in data, deadlines, and donor communications.
- Judgment and discretion — sound handling of sensitive information and public communications.

Work Environment and Schedule

This is an Independent Contractor position, based in southern Berkshire County, with no fixed schedule or in-person requirement; the Consultant must be available for regular in-person meetings and events.

To Apply

Please submit a cover letter, resume, and two writing samples (ideally a donor appeal and a newsletter or comparable piece) to Kevin Wall @ kwall@sbvas.com. Applications will be reviewed on a rolling basis until the position is filled.