



## ***Statement of Ethics***

Advancement Services Professionals, by virtue of their responsibilities within the advancement community, establish, affirm and articulate the best standards of ethical practice, both as individuals and members of professional staff at their respective nonprofit organizations. They have a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct. By example, Advancement Services professionals encourage their colleagues to embrace and practice these ethical principles and standards.

### **Confidentiality**

They safeguard privacy rights and confidential information, balancing an individual's right to privacy with the needs of their institutions to collect, analyze, record, maintain, use and disseminate information.

They follow the letter and spirit of laws and regulations safeguarding biographical and financial constituent data.

They observe these standards and others that apply to their profession and actively encourage colleagues to join them in supporting the highest standards of conduct regarding privacy rights and confidentiality.

### **Integrity**

They are accountable to internal and external constituents, maintaining transparency and honesty.

They are responsible stewards of the resources (human, financial, capital, etc.) entrusted to their care.

They are committed to excellence and to maintaining the trust of their staff and constituency.

They respect the worth and dignity of individuals, recognizing their unique and valuable contributions at all levels within the Advancement organization, and demonstrate concern for the interests and well-being of individuals affected by their actions.

### **Service**

They create positive interactions with internal and external constituents and offer the necessary tools and solutions to achieve the organization's fundraising goals and objectives. They continuously improve systems and procedures in their provision of professional services, resources, and solutions.

They partner with their peers in development and alumni relations to achieve the goals and objectives of the Advancement organization.

They maintain an ongoing commitment to quality, which is representative of the following attributes and traits: accountability, accuracy, attention to detail, creativity, confidentiality, conscientiousness, dedication, dependability, determination, efficiency, integrity, perseverance, respect, thoroughness and timeliness.

They promote stewardship practices that are timely, personalized, sincere, creative, and flexible.

### **Practice**

They establish metrics and monitor progress to ensure the accuracy and timeliness of all transactional data.

They abide by applicable state and federal laws, IRS regulations, and industry standards as specified in the CASE Reporting Standards & Management Guidelines, Fourth Edition.

They maintain appropriate and consistent accounting, budgeting and reporting methodologies.

They continuously pursue opportunities to enhance professional and personal skills, resulting in the highest levels of service to their donors and organizations; they seek out information and encourage their staff, at all levels, to pursue career development opportunities; and they share freely their knowledge and experience with others, as appropriate.

They pursue progressive methods and modifications to improve conditions for, and benefits to, donors and their organization. They incorporate innovative management techniques leading to the highest level of efficiency in operations.

They maximize the utilization of technology in daily operations, particularly relative to information systems and data management.

They contribute to and employ best practices in all areas of Advancement Services.

(This Statement of Ethics was compiled incorporating ideas and principles put forth in the following documents: CASE Statement of Ethics, Code of Ethical Principles and Standards – AFP, Statement of Ethics – APRA, AHP Statement of Professional Standards and Conduct, and the Independent Sector’s Statement of Values and Code of Ethics for Nonprofit and Philanthropic organizations.)