



POSITION DESCRIPTION

- Job Title:** Development Associate
- Responsible To:** Development Officer
- Purpose of Job:** Supports Agency Advancement team and the President/CEO in the agency's fundraising efforts by managing donor data, assisting development strategies, and coordinating agency and Board information.

Qualifications:

- Bachelor's degree preferred.
- Two or three years related work experience and/or training.
- Executive level professionalism and discretion.
- Ability to maintain donor confidentiality.
- Ability to organize and prioritize time and accurately complete multiple varied tasks.
- Excellent data entry skills with a passion for data management, accuracy and reporting.
- Excellent customer service, organizational and communication skills.
- Ability to analyze and interpret all relevant data and documents.
- Ability to flex schedule to support occasional evening and weekend events.
- Ability to define and solve problems independently.
- Ability to travel as necessary to perform routine agency errands.
- Must be able to safely lift and transport up to 25 lbs.
- Raiser's Edge experience preferred.

Key Areas of Responsibility:

- Supports implementation of annual fundraising plan and goals.
- Manages and maintains the agency's donor data in Raiser's Edge – creating new records, recording gifts, organizing queries and generating reports.
- Oversees donor acknowledgement process.
- Manages relationship with donor database vendor, implements new database features, and develops best practices for agency wide use.
- Assists in preparation of donor communications and mailings.
- Manages Board records, contact information, coordinates communications and assists with Board meetings as requested by the President/CEO.
- Supports the planning and execution of development events and meetings.
- Assists with tracking funder information and reporting deadlines, as assigned.

- Prepares minutes for meetings as requested by the President/CEO and Vice President, Agency Advancement.
- Manages the agency's internal United Way campaign.
- Manages the agency's applications to the Better Business Bureau and other third party agencies.
- Manages the agency's volunteer processes.
- Maintains records and files with a high level of accuracy.
- Provides administrative support to the Agency Advancement Team and President/CEO.

Date Reviewed 6/2/2017