



JOB DESCRIPTION & ESSENTIAL FUNCTIONS			
Job Title:	Development Associate	Dept./Program:	Development
Pay Category:	Non-Exempt	Job Type:	Full Time
Supervisory Status:	Non-Supervisory	Supervised By:	CDCO
Approved By:	Dr. James Johnson	Approval Date:	10/30/2023

QUALIFICATIONS	
Education:	A Bachelor's degree strongly preferred but not required. Associate's degree in business, marketing, or related field required.
Experience:	Two (2) to three (3) years of satisfactory work experience in marketing, public relations, fundraising, or other similar role preferred.
Skills/Abilities:	<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills. 2. Demonstrated computer proficiency with Microsoft Office Suite, including Teams, Word, Excel, and Outlook. 3. Outstanding customer service skills across all communication mediums (i.e. in-person, over the phone, virtual meetings, etc.). 4. Excellent organizational and time management skills. 5. Demonstrated attention to detail and critical thinking skills. 6. Willingness to learn and take initiative to find creative solutions. 7. Demonstrated proficiency in event planning. 8. Must be capable of managing several concurrent tasks. 9. Ability to work some evenings and weekends to support special events.
Knowledge or Certification(s):	<ol style="list-style-type: none"> 1. Familiarity with Bloomerang or similar donor databases a plus but not required. 2. Familiarity with Microsoft Office Suite, particularly Teams, Word, Excel, and Outlook, a plus but not required.

JOB SUMMARY
<p>Under the supervision of the Chief Development and Communications Officer (CDCO), the Development Associate (DA) is responsible for supporting the Development area by record keeping, making relevant appointments for the CDCO, assisting in fundraising efforts with selected donor prospects, and formatting content for the annual report. The DA will assist with other Development functions as needed/appropriate.</p>



ESSENTIAL JOB DUTIES	
1.	Adheres to all agency and program policies and procedures and work within the context of the agency.
2.	Demonstrates cultural competence with ability to work with diverse populations within the community and with agency staff members.
3.	Provides administrative support for the Chief Development and Communications Officer (CDCO) including, but not limited to, maintaining electronic and paper filing systems and updating development and donor management systems, ordering/purchasing as directed, and assisting in timely data compilations for development and donor reports.
4.	Assists with scheduling professional appointments for the CDCO by coordinating the needs and availability of every party.
5.	Runs and prepares development reports as relevant/required by CDCO, CEO, Board, auditors, and other administrative staff.
6.	Inputs donor data into the donor database system.
7.	Works with the CDCO on the planning and execution of development events such as donor appreciation events, give-back nights, etc., which includes attending events that occur during evenings and/or weekends.
8.	Coordinates donor appreciation materials and events on a regular basis and under the direction of the CDCO.
9.	Assists with cultivating donor relationships.
10.	Assists with soliciting donor gifts as deemed appropriate by the CDCO.
11.	Assures confidentiality of information related to clients, personnel, donors, and any other information of a confidential nature.
12.	Performs other duties related to this position as determined necessary.

KEY PERFORMANCE MEASURES	
1.	Professionalism in all interactions with staff, prospective and current donors, community partners, business contacts, vendors, etc.
2.	Accuracy and timeliness of administrative duties.
3.	Establishing and maintaining direct contact with donors.
4.	Successful cultivation of prospective donors.



ESSENTIAL FUNCTIONS			
Job Title:	Development Associate	Department/Program:	Development
Assessed By:	Dr. James Johson	Date of Assessment:	10/24/2023

Job Requirement	Frequency			
	Never 0%	Occasionally 1% - 33%	Frequently 34% - 66%	Continuously 67% - 100%
Lifting:				
0 – 10 lbs.			✓	
11 – 24 lbs.		✓		
25 – 50 lbs.	✓			
Over 50 lbs.	✓			
Carrying:				
0 – 10 lbs.			✓	
11 – 24 lbs.		✓		
25 – 50 lbs.	✓			
Over 50 lbs.	✓			
Mobility:				
Balancing		✓		
Bending		✓		
Climbing	✓			
Crawling	✓			
Kneeling		✓		
Pulling	✓			
Pushing	✓			
Sitting				✓



Standing			✓	
Twisting	✓			
Walking			✓	
Reaching:				
Above shoulder height		✓		
At shoulder height		✓		
Below shoulder height		✓		
Hand/Arm Movement:				
Grasping/Holding/Handling			✓	
Use of both hands				✓
Finger dexterity				✓
Sensory:				
Vision				✓
Speech				✓
Hearing				✓
Mental Capabilities:				
Alertness				✓
Comprehension				✓
Essential Job Functions:				
Attention to detail				✓
Basic mathematical skills				✓
Effective written/oral communication				✓
Filing				✓
Writing				✓