

CHILD CRISIS ARIZONA **POSITION DESCRIPTION**

TITLE: Development Associate
CLASSIFICATION: Non-Exempt
SALARY GRADE: 14
SUPERVISOR: Director of Development
PRIMARY JOB FUNCTION: The Development Associate will assume responsibility for general support to assigned Manager and designated staff.

ESSENTIAL FUNCTIONS

- Responsible for gift processing and entry into Database for daily online gifts.
- Provide support for processing of daily check batches and direct deposits
- Responsible for completing monthly, quarterly, and annual tracking and reporting
- Performs support to Director of Development and designated staff.
- Serve in a supporting role to all members of the Development team.
- Assists with donor thank you calls as assigned.
- Support team in recognition and stewardship of donors, including gift receipt development.
- Assist with RSVP tracking for events
- Assist with annual Fundraising Luncheon and Gala
- Assists in presentations, as assigned.
- Assists in agency tours as needed.
- Attend and participates in team meetings and other designated agency related meetings as appropriate
- Develops and maintains positive relationships with staff and volunteers.
- Participates in on-going training.
- Models Agency's expectation for sensitivity and competency relating to diversity and cultural awareness.

EDUCATION/EXPERIENCE

- Must show proficiency experience in Microsoft Office Suite.
- Must be able to display verbal and written communication skills that meet the requirements of the position and needs of vendors and community liaisons.
- Knowledge and intermediate skill level of Adobe Illustrator
- Must be at least 21 years of age
- Must possess or able to obtain a Level One Fingerprint Clearance Card
- Must have valid Driver License and five-year clean driving record
- College Degree Preferred
- Experience using databases is preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SALARY: \$33,280-\$37,440

APPLY TO:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=35126&clientkey=BI B5 C93A2F5EABE2A934AEAE43706412>

I have reviewed this copy of my job description and understand all of the requirements and functions of my position. I also understand all of the demands, both physical and mental required by this position and by signing below agree that I am willing and able to perform such functions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature

Date

HR, Supervisor or Manager Signature

Date