

#19551 - Development Associate

Summary:

Under general supervision of the hospital Chief Development Officer (or for corporate services assignment, Director Development), and in collaboration with the Major Gifts and Annual Giving staff, and/or Manager Development Special Events Planning, performs a variety of duties related to planning, coordinating and implementing fundraising events for major and/or annual gift programs for Lifespan and its partners. Primary assignment may support either major or annual gifts programs including special events. Is normally assigned to specific affiliate or corporate services but may also provide assistance in support of major functions/activities that require cross-site collaboration.

Responsibilities:

Provides administrative support in executing the details of fund-raising and/or event plans for Lifespan partners. May serve as the primary contact for administrative functions to fund-raising tasks and/or event activities.

Types a variety of materials including memos, general correspondence, reports, meeting minutes, action plans, and gift and pledge acknowledgements. Prepares first drafts of formal proposals to be submitted to major corporations, family foundations and individuals. Edits and proofreads a variety of materials as requested. Composes rough and final drafts of general correspondence according to own knowledge of the situation.

Answers phones and receives visitors into the area. Ascertains needs and establishes priorities on a daily basis. Utilizes effective communication skills to provide satisfactory customer service. Serves as primary contact/host to donors/prospects in the absence of senior development staff.

Maintains calendar or fundraising activities and events and other related meetings and volunteers activities. May coordinate meetings outside of the office as needed. Serves as liaison with Foundation and Development and events Committee volunteers in directly overseeing their portfolios of prospects and/or in managing events.

Manages the tracking of funds related to restricted and unrestricted dollars, endowments, and/or special events. Assists in developing systems that continuously monitor the transfer and distribution of said funds, as directed by senior development staff.

Manages and tracks grateful patient program, monitor status of key individuals and arranges appropriate development responses.

Conducts research and fact-finding activities; assembles initial materials and data for various projects as requested. Prepares and maintains a variety of lists and reports pertaining to fundraising and events activities. Where assignment relates to major gift activities, executes specific aspects of major gift plans associated with the generation and maintenance of prospect lists and reports, solicitation mailings, major donor event registrations, etc. as specified by senior colleagues.

Prepares and maintains records of all expense activities related to specific fundraising and/or events. Generates purchase requisitions and check requests as needed.

Maintains appropriate files and documentation of donors, prospects and event participants coordinating the organization and data base/mailling list management of these constituencies. May assist in portfolio management of lower level major gift prospects of \$1,000 - \$5,000. Coordinates mailings and follow-up, working with volunteers and development staff

May initiate telephone calls and phone follow-up as necessary as it relates to major gift and/or general fund-raising and/or event activities, donors, development committee/volunteer management.

May prepare donor/prospect information, lists and reports for analysis and/or mailing as needed by development staff and/or volunteers.

Attends fundraising, cultivation and recognition events as requested by senior development staff.

Orders, inventories, organizes and maintains related supplies. This may include physical lifting and transporting of supplies and possibly event materials.

Other information:

BASIC KNOWLEDGE:

Associates level of knowledge in secretarial sciences, business administration, events planning or the equivalent.

EXPERIENCE:

Minimum of two years experience in fundraising in a not-for-profit environment or related event planning/cause marketing experience.

Excellent computer skills required with a working knowledge of word processing, data base management and spreadsheet applications.

Excellent analytical, organizational and communications skills required.

Good interpersonal skills necessary in working with many external constituencies.

Normal office environment.

May attend outside related functions as necessary.

Lifespan is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, ethnicity, sexual orientation, ancestry, genetics, gender identity or expression, disability, protected veteran or marital status. Lifespan is a VEVRAA Federal Contractor.

Location: Corporate Headquarters, USA:RI: Providence

\$17.00 to \$25.00 per hour.

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