

**JOB DESCRIPTION**

TITLE: Development Associate

STATUS: Full-time; Exempt

REPORTS TO: Individual & Corporate Gifts Manager

The Development Associate serves as part of the development department and reports to the Individual & Corporate Gifts Manager. The Development Associate is responsible for identifying, qualifying, cultivating, soliciting and stewarding gifts of $10,000 and below. The Development Associate will work to develop, implement and grow Promise Makers, the monthly giving club and donor base as well as serve as the agency liaison for all in-kind partners and drives.

**RESPONSIBILTIES:**

* Develop a comprehensive outreach and engagement plan to support the growth of the monthly giving program (Promise Makers).
* Oversee annual Back to School and Holiday Gift drives in partnership with community partners and BOMA.
* Serve as liaison with donors for in-kind giving.
* Oversee relationships and communication with prospective and current donors, volunteers, and teams.
* Achieve annual goals by identifying, qualifying, cultivating, soliciting and stewarding partners for gifts of $10,000 and under.
* Engage new and existing corporations in Promises2Kids work resulting in volunteer efforts, event sponsorship and program and/or general support.
* Oversee annual May Campaign fundraising initiative in support of Foster Care Awareness month.
* Plan and execute donor stewardship and engagement events for Promise Makers and Children’s Circle members, including initiatives for first gift, upgrades and other opportunities for engagement.
* Develop and ensure assigned strategies, activities, and outcomes of the development department meet established Foundation goals and budget.
* Identify potential new sources of support from individuals, community organizations, corporations and foundations. Develop strategies to cultivate and solicit these prospects.
* Maintain knowledge of Promises2Kids history, budget, objectives, programmatic numbers, and needs to successfully engage prospective partners.
* Track prospect/donor moves as appropriate in donor database.
* Represent Promises2Kids at events and community activities.
* As appropriate, solicit in-kind donations and support for agency initiatives and events.
* Other duties as assigned.

**QUALIFICATIONS:**

* Minimum of 1 year of experience in fundraising or sales
* Bachelor’s degree or equivalent preferred
* General knowledge of relationship management and nonprofit practices
* Excellent writing and communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituencies
* Strong organizational, administrative, telephone and communications skills
* Proficiency in computer skills, including MS Office Suite and Raisers Edge
* Excellent interpersonal skills, including the ability to work with a variety of people and represent Promises2Kids in a positive and professional manner to all staff, visitors, donors, and the community
* Ability to work independently, demonstrate initiative, and to complete and report on assignments
* Ability to work under pressure, set priorities and meet deadlines.
* Able to work as part of a close-knit team
* Ability to handle sensitive information with confidentiality, diplomacy and tact
* Ability to pay attention to detail and also remain oriented to the “big picture” and established goals
* Excellent organizational, management, and problem-solving skills
* Must be able to successfully pass the child abuse clearance, fingerprinting, and background check
* Must possess reliable personal transportation and meet insurance requirements

*Revised February 2019*