



**Development Associate**  
**Full - Time | \$22–\$28/hr (DOE)**  
**Location: Town & Country, Santa Ana, CA**

## About Town & Country

For 50 years, Town & Country has been a trusted, faith-based nonprofit in Orange County, providing compassionate care to seniors—including the frail elderly, one of our fastest-growing and most vulnerable populations. Rooted in our mission to demonstrate the love, care, and hope of Jesus Christ, we welcome people of all beliefs and backgrounds. Our motto says it best: *Your faith. Your way of life.* Learn more at [www.tcmanor.com](http://www.tcmanor.com)

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## The Opportunity

We are seeking a highly organized, detail-oriented *Development Associate* to support the Director of Development in advancing our fundraising and donor engagement efforts. This full-time role is ideal for someone with strong administrative skills, a heart for mission-driven work, and a passion for storytelling, organization, and community impact.

This is an on-site position requiring availability for 5 days per week.

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## Key Responsibilities

- Maintain and update donor records using CRM software
  - Process and acknowledge donations with accuracy and timeliness
  - Assist in the design, content development, and distribution of our quarterly *The Giving Tree* newsletter
  - Track and manage data for donor stewardship, campaigns, and monthly reports including reconciliation of all gifts
  - Coordinate our resident “Make-A-Wish” program in partnership with key departments
  - Transcribe Minutes using AI-based transcription tools.
  - Provide general administrative support and participate in community and fundraising events, like our annual gala
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## Qualifications & Skills

- Strong writing and editing skills, with the ability to communicate clearly and warmly
  - Proficient in Microsoft Office Suite (Word, Excel, Outlook)
  - Experience with Canva a plus.
  - Prior experience in a nonprofit or fundraising environment is a plus but not necessary
  - CRM/database management experience a plus (training provided)
  - Strong organizational skills with the ability to manage multiple tasks and deadlines
  - Personable and confident conducting interviews and writing new resident profiles
  - Comfortable working in a faith-based setting aligned with Christian values
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## Who Should Apply?

- Professionals seeking meaningful full-time work.
  - Individuals with a background in development, marketing, or nonprofit communications
  - Candidates who value teamwork, purpose-driven work, and serving others with compassion
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**How to Apply:** Please submit your interest via Indeed using QR code below.



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*Town & Country is an equal opportunity employer. All faiths and backgrounds are welcome. Employment is contingent on passing a drug screening. We are a 501(c)(3) nonprofit organization—Federal Tax ID #95-1685807.*