

Crispus Attucks York Job Description

Department: Development
Position: Development Associate – Full time
Reports To: Development Director
Salary Range: \$17-\$20/hour based on experience

Objective: Under the guidance of the Development Director, support the advancement of the agency's mission and organizational goals through grant writing, event coordination, communications, and fund development activities. Special attention will be focused on obtaining support for the William C. Goodridge Freedom Center and Underground Railroad Museum, and the Crispus Attucks York African American History Museum as well as assisting in the coordination of organization-wide events, such as the Martin Luther King Jr. Day, and the Annual Meeting.

Communication activities include working in tandem with the Development & Communications Coordinator to support our various departments. Grant writing activities include working in tandem with the Development & Grants Coordinator. Additional fund development activities include donor data entry, donor acknowledgement and recognition, and assistance with special donor and volunteer appreciation events.

Responsibilities

- Research, identify and qualify potential funding sources (government and private), compatible with the organization's mission, values and programs, and report recommendations to Development Director.
- Coordinate the development of grant requests by working closely with relevant organization departments to gather necessary information, prepare proposals according to guidelines, and ensure compliance with all follow-up grant reporting.
- Craft high quality proposals, applications, and supporting documents in a succinct, persuasive manner, communicating the organization's mission and programs to potential funders.
- Prioritize and manage projects to keep multiple proposals advancing in a timely manner by establishing and communicating timelines outlining tasks, assignments, and deadlines for contributing program staff and leadership.
- Establish and foster positive relations with current and potential grant and individual donors.
- Maintain current records in database, including submission deadlines, grant tracking, reporting, proposal files, and supplemental proposal materials.
- Assist in the planning and execution of special events/fundraisers for the organization.
- Assist in the coordination of volunteer projects, visitor tours, speaking engagements, etc.
- Maintain donor and volunteer database with accurate information on all donations, donor interaction notes, and contact information.

Crispus Attucks York Job Description

- Provide writing support for development department, including reports, major donor and individual contribution letters, and acknowledgements.
- Attend appropriate training workshops and seminars relative to position.
- Fulfill other responsibilities as requested by Development Director.

Qualifications

- Post-secondary degree in Communications, Journalism, English, Marketing, or related field preferred
- 1-3 years related experience with grant writing, marketing, and event management
- Proficient with Microsoft Office Products, WordPress, and social media management software
- Excellent writing, editing, analytical, and research skills
- Self-motivated, highly organized, deadline-driven with a strong attention to detail
- Excellent multitasking, presentation, interpersonal, and organizational abilities
- Ability to work independently, collaboratively in a team setting, and with a diverse population.
- Previous experience with web-based giving and museum management is a plus
- Must pass required State Police, Child Abuse, FBI Criminal Background check, and pre-employment exam, including physical, TB test and drug screen.

If interested, apply on [Indeed](#) with a cover letter and resume.