



**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
Proficiency in Microsoft Word and Excel, including the creation of mail merges and spreadsheets  
Database management experience with Raisers Edge preferred  
Excellent verbal and written communications skills  
Ability to present information concisely and effectively, both verbally and in writing  
Ability to organize and prioritize work  
Ability to work independently with little supervision  
Excellent interpersonal skills  
Computer skills  
Type a minimum of 40 wpm  
Analytical and decision making ability  
Cultural Competency \*

\*Cultural competence is defined as a set of values, behaviors, attitudes, and practices within a system, organization, program or among individuals, which enables them to work effectively, cross culturally. Further, it refers to the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of individuals and families receiving services, as well as staff who are providing such services. VOA strives to achieve cultural competence is a dynamic, ongoing, developmental process that requires a long-term commitment. Our focus on cultural competency includes but is not limited to race, ethnicity, sex, gender, sexual orientation, LBGTQ, class, age, ability, religion, and language. Bilingual and translation services are available to client when deemed necessary. All staff are trained annually on cultural competency.

**PHYSICAL REQUIREMENTS:**

Lift and move up to 50 pounds  
Stand, walk, bend, stoop, and sit frequently

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the manager. This person must be able to function both independently and in a team environment working towards attainment of operational goals.

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities to oversee volunteers as needs may require on projects.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires contact with visitors, board members, donors, and all levels of staff. The Development Associate is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Minimal, however, errors in receipts and distribution for accounting can have major impact.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Development Associate job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_