

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, LBGQTQ, 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 they interact. 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.

Employee Signature _____ Date Signed _____