



POSITION DESCRIPTION

Position: Development Associate (Bay Area)

Program: Development and Community Relations
Reports to: Development and Community Relations Officer

Status: Non-exempt
Date Prepared: 6/2016

POSITION SUMMARY:

The Development Associate is responsible for assuring quality services to the Development Department. Objectives for this position include administrative and clerical support to the Development and Community Relations Department as needed. Additionally, this position provides assistance to donors, volunteers and staff as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

1. Process acknowledgement letters and other correspondence in a timely manner
2. Create monthly welcome packets to new donors
3. Generate reports for the Accounting department to designate donations
4. Maintain foundation, corporation and individual donor files
5. Continually update and correct database records
6. Send invoices and process credit card transactions
7. Maintain guest lists, gather and prepare registration materials for fundraising and donor events
8. Handle all administrative details associated with weekly department meetings (i.e. minutes)
9. Assemble donor packets for meetings and tours
10. Provide additional support to department team members during special projects/campaigns
11. Run mailing lists as needed for email and regular mail donor communications
12. Notify Development and Community Relations Officer of any potential major gift or planned giving prospects
13. Coordinate all events such as Operations Backpack, Wonderland, and Dream Makers Breakfast.
14. Recruit, train and engage volunteers to support programs and special events.
15. Solicit sponsorships and donations for events

EQUIVALENT EDUCATION AND EXPERIENCE:

Must have a background in fund development, community relations or events with two to three years minimum fundraising experience. Bachelor's Degree in a related field is preferred. The Development Associate will have excellent communications skills as well as the ability to manage multiple projects simultaneously. Must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Necessary office skills include proficiency with computers, especially data entry using MS Excel and MS Word.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Oral and written communication skills
Computer skills
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 30 pounds
Physically able to safely maneuver weight distribution for event set ups
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the designated lead. 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 any staff.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with outside contacts, board members, clients, 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 monetary donations for accounting purposes can have major impact.

NUMBER OF EMPLOYEES

No employees report to this position.

This 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: _____