Development Associate

Position: Development Associate

Position Type: Full-time, Non-Exempt

Supervisor: Executive Director

Position Summary: Assist the Executive Director and other staff with fund development, donor relations, marketing and communications, database management, and special events.

Fund Development

- Assist in the cultivation and stewardship of current and prospective Foundation donors including prospect management, research, solicitation, and recognition.
- Manage affiliations and segmentation of current and prospective donors and other constituents within the Foundation’s database and prepare all reporting pertaining to gifts and other activity.
- Attend donor and professional advisor meetings as requested and provide follow-up support including assistance with the drafting of documents such as fund agreements, that reflect donor intentions and restrictions pertaining to their gifts.
- Assist with annual and other appeals.

Donor Relations

- Manage the recording and processing of all gifts, working in conjunction with the Finance Officer and Program Assistant.
- Prepare acknowledgments for all gifts.
- Help plan activities and events that recognize the efforts of Foundation volunteers and other constituents.
- Prepare donor packets.

Marketing & Communications

- Help author and disseminate feature stories, e-blasts, media releases, and social media updates in coordination with the Executive Director and Program Officer
- Maintain and update the website in coordination with the Executive Director and media consultant(s)
- Prepare notes of congratulations and other correspondence to Foundation constituents.
- Prepare media packets.
- Coordinate event and appeal mailings as requested.

Special Events

- Serve as the primary liaison in the planning and execution of donor events and other special events
- Assist in the planning and implementation of educational seminars for various constituencies including current and prospective donors, professional advisors, and not-for-profits.
- Coordinate other events as requested.
Administration

• Provide administrative support to the Executive Director, and other staff as needed.
• Manage donor data entry into the Foundation’s information management system and optimize utilization of that information.
• Attend and take minutes for all Development and Women’s Fund committee meetings.
• Prepare agendas, minutes, reports, and information packets as needed.
• Maintain donor and fund files and profiles.
• Manage reservations for events.
• Purchase necessary food, drink and supplies for Foundation meetings and events, as needed.
• Prepare data for Annual Report as needed.
• Monitor media, including but not limited to obituaries, wedding announcements etc.

Qualifications, Knowledge, Skills, and Abilities

• Associates Degree required, with Bachelor’s degree preferred, in Business, Communications, English, Journalism, Marketing or a related field.
• Strong verbal and written communication skills.
• Experience with database management, word processing, and spreadsheets.
• Strong knowledge of social media platforms.
• Ability to work with diverse constituencies.
• Willingness to work occasional evenings and weekends.
• Not-for-profit experience a plus.

The Community Foundation is an equal opportunity employer with a proven commitment to diversity, equity and inclusion. Applicants who are committed to promoting a sense of belonging, and contributing to an equitable and inclusive environment for all, are strongly encouraged to apply.

Salary: $18-20/hour
Benefits include; paid sick leave, holidays, and vacation; health insurance; and employer contribution to a 403 B retirement plan.
Hours: 35/week