



## **DEVELOPMENT ASSOCIATE**

### **POSITION SUMMARY**

The Development Associate is responsible for providing administrative, logistical, and strategic support for all activities of the development department. Primary responsibilities include, but are not limited to, donor database management, gift processing, donor stewardship, logistical support in planning and execution of fundraising events, implementation of an effective external communications strategy, and supporting grants management.

### **JOB RELATIONSHIPS**

- Reports to the Executive Director.
- Member of the Development Team – attendance at all team and staff meetings is mandatory.
- Provide staff support to Development Committee of the Board of Directors.
- Supervises volunteers as assigned.

### **ESSENTIAL FUNCTIONS**

- Manage donor database and ensure integrity, reliability, and confidentiality of all donor data, including donor profiles and gift records (gifts, pledges, grants, sponsorships, donations, etc.).
- Process and record gifts, ensuring timely and accurate donation and information entry, acknowledgement, and reconciliation of donations and correspondence received from constituents.
- Receive and process incoming payments and prepare deposits for finance department.
- Initiate and execute all gift recognition processes, including preparing and sending acknowledgment letters within two business days of receipt.
- Maintain database with all current and past participants, volunteers, and donors so they may receive relevant communications from the agency.
- Verify, enter, and maintain constituent biographical information in the donor database from a variety of sources, including forms, correspondence, address change cards, email, staff, etc.
- Track progress toward meeting annual revenue goals and generate reports and analysis that continually inform the resource development process.
- Facilitate and support regular communication with finance department, including month-end closing procedures and account reconciliation.
- Prospect new funding opportunities and relationships, including grant research.
- Maintain grants calendar and provide consistent weekly updates and reminders to grants team to ensure compliance with all grant application, funding request, and reporting deadlines.
- Provide administrative support to grant management processes, including team assignments, compiling proposals, and other related activities.
- Support planning and execution of agency's external communications, including social media presence, website, marketing materials, brand management, and other digital media.
- Represent the agency at community events and other external functions.

- Support consistent stewardship practices to cultivate relationships with organization’s donors, funders, and community partners.
- Provide logistical and administrative support in planning and executing special events and fundraising campaigns, including on-site event set-up and support.
- Assist with developing strategies to secure sponsorships, major donors, planned giving, and special campaigns.
- Provide administrative support for direct mailings, including preparing complete and accurate mailing lists and facilitating the bulk postage process.
- Maintain filing systems in compliance with applicable record retention policies.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Minimum of bachelor’s degree or equivalent work experience in relevant field.
- Minimum of three years of relevant experience, preferably supporting development or financial operations in a nonprofit setting.
- Proficiency in data management – experience with donor data management preferred.
- Demonstrate respect for and friendly attitude toward co-workers, volunteers, donors, community members, and clients.
- Innovative thinker and problem solver.
- Superior organizational skills and attention to details.
- Excellent verbal and written communication skills.
- Ability to effectively engage, communicate, and interact with a variety of constituencies.
- Ability to appropriately prioritize tasks and complete work accurately and efficiently under pressure.
- Ability to multi-task and coordinate several projects simultaneously.
- Intermediate to advanced computer proficiency in MS Office Suite (Outlook, Word, Excel, PowerPoint, Publisher, etc), Adobe Creative Suite, and Canva. Willingness to learn and use technology to streamline and improve functionality.
- Ability to work flexible hours, some evenings and weekend hours as necessary.
- Must have dependable transportation, valid driver’s license, and proof of auto insurance.

**Physical Requirements**

- Must be fully vaccinated against COVID-19. Reasonable accommodations will be considered on a case-by-case basis in accordance with applicable law.
- Ability to drive a car (does not include transportation of clients).
- Ability to sit and operate a computer workstation for sustained periods of time.
- Ability to lift arms above shoulders for purpose of reaching and filing.
- Ability to bend and reach.
- Ability to stand for sustained periods of time.
- Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without

regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is hourly with an hourly range of \$24.00 to \$25.25, depending on experience and qualifications.

To apply, please email letter of interest and resume to [missyc@teenparentconnection.org](mailto:missyc@teenparentconnection.org)