



POSITION TITLE: Development & Communications Associate
REPORTS TO: Executive Director
SUPERVISES: None
CLASSIFICATION: Non-Exempt Full-Time

Summary

The Development & Communications 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, implementation of an effective external communications strategy, donor database management, event planning, gift processing, donor stewardship, and supporting grants management.

Essential Duties and Responsibilities:

- a. Staff liaison to Development Committee of the Board of Directors.
- b. Support planning and execution of agency's external communications, including social media presence, website, marketing materials, brand management, and other digital media.
- c. Represent the agency at community events and other external functions.
- d. 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.).
- e. Process and record gifts, ensuring timely and accurate donation and information entry, acknowledgement, and reconciliation of donations and correspondence received from constituents.
- f. Receive and process incoming payments and prepare deposits for Finance.
- g. Initiate and execute all gift recognition processes, including preparing and sending acknowledgment letters within 48 hours of receipt.
- h. Maintain database with all current and past participants, volunteers and donors so they may receive relevant communications from the agency.
- i. 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.
- j. Track progress toward meeting annual revenue goals and generate reports and analysis that continually inform the resource development process.
- k. Facilitate and support regular communication with finance department, including month-end closing procedures and account reconciliation.
- l. 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.

- m. Provide administrative support to grant management processes, including team assignments, compiling proposals, and coordinating all aspects of grant reporting.
- n. Support consistent stewardship practices to cultivate relationships with organization's donors, funders, and community partners.
- o. Provide logistical and administrative support in planning and executing special events and fundraising campaigns, including on-site event set-up and support.
- p. Assist with developing strategies to secure sponsorships, major donors, planned giving, and special campaigns.
- q. Provide administrative support for direct mailings, including preparing complete and accurate mailing lists and facilitating the bulk postage process.
- r. Maintain filing systems in compliance with applicable record retention policies.
- s. Opportunity for advancement.
- t. Supervise volunteers as assigned.
- u. Attend all team and staff meetings.
- v. Other duties as assigned.

Physical Requirements:

- a. Ability to drive a car (does not include transportation of clients).
- b. Ability to sit and operate a computer workstation for sustained periods of time.
- c. Ability to lift arms above shoulders for purpose of reaching and filing.
- d. Ability to bend and reach.
- e. Ability to stand for sustained periods of time.
- f. Ability to lift 30-45 pounds.
- g. Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

Minimum Requirements:

- a. Bachelor's degree or equivalent work experience in relevant field.
- b. 3 or more years of relevant experience, preferably supporting development or financial operations in a nonprofit setting.
- c. Proficiency in data management – experience with donor data management preferred.
- d. Respect for and friendly attitude toward co-workers, volunteers, donors, community members, and clients.
- e. Independent and innovative thinker and problem solver.
- f. Superior organizational skills and attention to details.
- g. Excellent verbal and written communication skills.
- h. Ability to effectively engage, communicate, and interact with a variety of constituencies.
- i. Ability to appropriately prioritize tasks and complete work accurately and efficiently under pressure.
- j. Ability to multi-task and coordinate several projects simultaneously.
- k. 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.
- l. Ability to work flexible hours, some evenings and weekend hours as necessary.
- m. Must have dependable transportation, valid driver's license, and proof of auto insurance.

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 to \$26, depending on experience and qualifications.

To apply, please email letter of interest and resume to hire@teenparentconnection.org.