

Delta Gamma Center

Development Associate

We are looking for someone who enjoys building relationships and values the personal touch in communicating with donors and volunteers. Someone who gets as much satisfaction from writing donor research as they do from connecting with stakeholders.

Do you enjoy helping teams stay organized, creating procedures and tools to make things easier for everyone? When you are given a project with a deadline do you jump right on it and always meet the deadline? Does your attention to detail border on being a perfectionist?

This is a great opportunity for someone looking to contribute to a life-changing mission through a career in development.

POSITION SUMMARY

The development associate is part of the team that cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The development associate will support fundraising, volunteer development, and development to meet the annual goals for fundraising and volunteer recruitment and retention.

RESPONSIBILITIES

- Supports the development director and executive director with all annual, major and planned giving activities
 - Researches current, past and prospective individual and institutional donors to identify prospects for new or increased giving
 - Assists with preparing donor profiles, creating prospect lists, and contact tracking
 - Prepares customized donor materials and schedules meetings with donors
- Coordinates the processing of recurring gifts and pledge reminders in keeping with donors' instructions
- Serves as the point-person for donors for tax credit programs providing timely and accurate documentation to donors
- Works with development and marketing staff to prepare and disseminate donor and volunteer communications and general marketing materials
- Handles logistical arrangements and prepares materials for committee and donor meetings and mailings
- Coordinates in-kind donations communicating with donors to schedule drop-off/pick-up of donated items
- Coordinates donor and volunteer thank you activities with staff and board and recognition of special occasions such as birthdays, service anniversaries
- Recruits, trains, supervises, and stewards volunteers involved in development office support

- Maintains documentation of development office policies and procedures
- Provides backup to the development database manager in entering gifts, preparing reports, running queries, creating lists, etc.
- Supports the planning and execution of fundraising, stewardship, community engagement, and third-party events
 - Researches individual and institutional donor prospects for event sponsorships and in-kind donations
 - Coordinates with committees, volunteers, sponsors, guests, and vendors as needed
 - Assists with day-of event management as needed including organizing supplies, materials, and equipment onsite logistical support such as set-up and tear down; volunteer and guest registration; volunteer, vendor, and media coordination
- Supports volunteer management by assisting with coordinating volunteer applications and screening and volunteer recruitment and retention activities
- Assists with supervision of office volunteers and volunteer service groups as needed

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience in business, marketing, communications, or related field
- Two to three years professional experience desired; experience in a nonprofit development office a plus
- Excellent computer/technology skills including
 - Proficiency with Microsoft Office Word and Excel required, competence with Outlook and PowerPoint a plus
 - Experience with a donor management system a plus
 - Develops proficiency with new technology quickly
- Rigorous attention to detail and outstanding accuracy in data and writing
- Excellent writing skills including editing and proofing the writing of others using a standard style guide (e.g. AP Style)
- Strong customer service skills with donors, volunteers, and staff
- Demonstrated ability to work quickly and produce complete, accurate, and high-quality work under tight deadlines; ability to work on multiple projects concurrently
- Able to work cooperatively and effectively with program and administrative staff, as well as clients, donors, volunteers, and staff from all walks of life
- Able to represent the agency in a professional and mature manner; able to maintain confidentiality and show discretion

- Has a “can do” attitude and a strong desire to learn and grow in all areas, but especially in development and volunteer management

REPORTS TO

Director of Development

TERMS OF EMPLOYMENT

- Part-time, 15-20 hours per week with some evening and weekend hours
- Full-time Non-exempt (37.5-hour work week); this position can be combined with the Development Database Manager position for a full-time position, if vacant
- Must have a car and maintain a valid driver’s license, auto insurance and acceptable driving record
- Background check, drug screen and health certification completed upon offer of employment
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; and stand or sit for long periods

TO APPLY

- Submit a cover letter explaining why you are interested in this position and how your personality, skills, and professional experience make you the ideal candidate for the position outlined in the job description.
- Submit a resume outlining your professional experience and achievements, education, and relevant training and credentials, and
- Complete a brief questionnaire that should take no more than 10-15 minutes.

Click on the link below to complete the questionnaire and upload your documents. You won’t be able to save your answers and come back, so please make sure you have your documents ready to upload and have enough time to complete the questionnaire.

Please make sure the file names of your documents include your name and type of document (e.g. lname_fname_cvrltr, lname_fname_resume).

<https://dgckids.typeform.com/to/ZtS122>