



Delta Gamma Center for Children
with Visual Impairments

Development Associate

We are looking for someone who values the personal touch with stakeholders and also likes managing data, writing, and prospect research. Someone who gets as much satisfaction from connecting with donors and volunteers as they do from finding ways to leverage technology to create efficiencies.

Are you a problem-solver who enjoys 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 positive change through a career in development.

POSITION SUMMARY

The development associate is part of the team that identifies, cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The development associate will support all areas of fund and volunteer development to meet the annual goals for fundraising and volunteer recruitment and retention. In this role, the development associate will be responsible for the following:

RESPONSIBILITIES

General Development Support (25%)

- Supports the development director and executive director with all annual, major and planned giving activities; assists with preparing donor profiles and reports, creating prospect lists and tracking reports, conducting and documenting wealth screenings, preparing customized materials, and scheduling meetings with donors
- Works with development and marketing staff on donor communications preparing mailing lists and materials, pledge reminders and special acknowledgements for donors and volunteers including birthdays, service anniversaries, and other special occasions
- Researches current, past and prospective donors to identify prospects for new or increased annual, major and planned giving
- Coordinates in-kind donations communicating with donors to schedule drop-off/pick-up of donated items

Data Management and Reporting (25%)

- Supports the use of the donor and volunteer databases as a tool in fundraising and marketing
- Processes cash, credit card, stock, and in-kind gifts; ensures all gifts are recorded with timely generation of gift acknowledgement receipts, thank you letters, and other forms of acknowledgement as required; coordinates thank you activities with staff and board
- Create new and updates constituent records; enter all gift transactions, pledges, grant awards, event data, and other key data with 100% accuracy
- Responsible for data extraction including designing standard and customized queries and reports for analysis, tracking and reporting on all fundraising activities and targeted lists for donor and volunteer communications

Grants Support (20%)

- Supports the director of development in activities related to researching, preparing, and submitting grant proposals and reports
- Researches current, past and prospective grant funders to identify corporate, foundation and government grant opportunities; coordinates closely with staff to identify appropriate projects for funding
- Coordinates the grants management calendar reviewing regularly with management to ensure that all proposal and report deadlines are documented and verified regularly and are met

Special Events (15%)

- Supports the special event and volunteer coordinator in planning and executing fundraising, stewardship, community engagement events, and third-party events
- Coordinates with committees, volunteers, sponsors, guests and vendors as needed
- Organizes supplies, materials and equipment and assists with preparation for and day-of onsite logistical support – set-up, volunteer and guest registration, vendor coordination, media coordination, trouble-shooting, and tear down

Volunteer Management (15%)

- Supports the special event and volunteer coordinator with volunteer management including coordinating volunteer applications and screening including background checks
- Assists with maintaining volunteer records and data in the volunteer and donor databases to ensure compliance with funders, licensing agency and management requirements in a timely manner

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience in business, marketing, communications, English or related field
- Outstanding attention to detail and commitment to accuracy in data and writing
- Excellent computer/technology skills including
 - experience with data management system desired, experience with a donor database like Raiser's Edge or Salesforce a plus;
 - proficiency with Microsoft Office Word and Excel required, competence with Outlook and PowerPoint a plus; and
 - develops proficiency with new technology tools quickly
- Excellent writing skills including editing and proofing the writing of others using a standard style guide (e.g. AP Style); strong interpersonal and customer service skills in person and over the phone
- Demonstrated ability to work quickly and produce 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 and volunteers 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 maximizing databases and other computer and mobile technology

REPORTS TO

Director of Development

TERMS OF EMPLOYMENT

- Full-time (37.5 hour work week) with some evening and weekend hours
- 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

BENEFITS

DGCKids is an equal opportunity employer and offers benefits (according to employment classification), including:

- Medical, dental, short- and long-term disability and life insurance
- Defined contribution pension & tax-deferred annuity plans
- Paid time off: vacation, sick leave, personal time, holidays, winter (one week) and summer (one week) breaks
- Professional development opportunities
- Mileage reimbursement

THE DELTA GAMMA CENTER FOR CHILDREN WITH VISUAL IMPAIRMENTS

The mission of the Delta Gamma Center for Children with Visual Impairments (DGC) is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC is a private nonprofit organization located in Richmond Heights, in the central corridor of St. Louis, Missouri, serving families within a 50-mile radius in Missouri and Illinois.

Founded in 1951, DGC provides comprehensive home and community-based early intervention services for children from birth to three years of age and their families. Our teachers and therapists address the complex needs of our clients through a team-based, holistic approach.

In addition to early intervention services, families of children of all ages find reassurance and valuable resources through individual and group family support services. Children ages three through high school participate in our group recreation and developmental support program, designed to develop social and independence skills and participation in community activities.

DGC also provides vision screening services throughout the service area to infants and preschoolers for early detection of vision issues as well as community engagement initiatives directed as increasing acceptance, inclusion and accessibility.

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.