



OUR HOUSE Grief Support Center seeks a F/T talented, motivated **Development Associate** for its Fund Development Team. The Development Associate serves as a vital ambassador for the organization and plays a crucial role in creating fundraising events and working directly with donors throughout the donor cycle.

Reporting to the Chief Development Officer, s/he will work alongside a small, dynamic development and communications team in our West Los Angeles office. Qualified candidates will have strong written and verbal communications, organizational, and problem-solving skills.

Essential Duties and Responsibilities:

- Working closely with Fund Development leadership to plan and manage fundraising events.
- Implement alumni engagement processes that includes donor development, ambassador development, database management, volunteer group leader opportunities, and event planning.
- Create and produce customized reports from database.
- Perform donor and prospect research on individuals, corporations and foundations.
- Maintain and cultivate effective relationships with a portfolio of donors and prospects.
- Together with other development staff, maintain database for donors to include entering gifts into donor record, prepare appropriate donor acknowledgement, and file documentation.
- Organize and maintain development records, office files and other material.
- Perform other tasks as requested by the Chief Development Officer.
- Other duties as assigned.

Qualifications:

- A Bachelor's degree is required.
- Three or more years of related experience in a non-profit organization.
- Job requires flexibility, tact, confidence and strong instincts for protocol and etiquette.



- Must have excellent verbal and written communication skills
- Must be organized and detail oriented.
- Must have strong problem-solving skills and good judgment.
- Must be proficient in use of computers for word-processing; databases (DonorPerfect, GiftMaker Pro or Raisers Edge); spreadsheets and Internet-based research; Office 2010 (Publisher, PowerPoint, Word, Excel and Access); familiarity with Adobe Creative Suite (Wordpress, Photoshop, Adobe products).

www.OurHouse-Grief.org

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