



Job Title: Development Associate
Department: Development
Supervisor: Director of Development

Job duties will include but are not limited to:

Event Support

- Work closely with Fund Development leadership to plan and manage all agency events
- Research and obtain all event permits & submit notice of Intention and summary of results
- Work with the Events Manager to maintain vendor and professional contact information
- Organize documents for approval, including contracts, invoices, request forms and purchase orders
- Assist in maintaining weekly event recaps, record keeping and analysis
- Field phone calls, email and in-person inquiries as they pertain to events and giving
- Assist with event supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies

Donor and Data Management

- Assist in managing donor database and maintaining incoming donation system
- Assist Development team in performing donation & expense reconciliations
- Maintain donor database continuity and ensure accuracy of all entries and donor information
- Obtain accurate fundraising and donor reports as requested
- Provide the Director of Development with board-level annual give/get data to support their fundraising needs
- Perform donor and prospect research on individuals, corporations and foundations.

Camp Erin-LA

- Assist with June and August pre-camp planning and weekend logistics
- Assist Camp Director & Camp Coordinators during camp weekend
- Assist in planning and follow up for camp as requested by Director of Development

Administrative

- Attend all scheduled staff meetings and huddles
- Communicate daily and attend weekly meetings with Director of Development
- Maintain high level of knowledge of all departmental functions and activities in order to respond to internal and external inquiries and requests for information
- Assist Marketing with creation of event collateral for website, email, mailing and video editing
- Assist with website upkeep such as creating pages, forms and general changes

Qualifications:

- A Bachelor's degree is required.
- Two 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 databases (donor perfect) spreadsheets and internet-based research; Office 365; Familiarity with Adobe creative suite