

## Development Associate

### **Summary/objective:**

The **Development Associate** is a key member of the development team responsible for all administrative aspects of development and communication activities. This role provides project coordination, administrative support and participates in all fundraising activities including donor relations, marketing and communications, community engagement, and special events. Responsibilities include gift entry/processing, maintaining donor records, coordinating logistics for all Development events, including annual gala, sponsorship fulfillment, and providing general administrative support for a variety of Development department activities.

**Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.**

### **Essential Functions and Responsibilities:**

- **Gift Entry, Acknowledgments & Reconciliation**
  - Enter all gifts into database with appropriate coding and packaging.
  - Produces acknowledgement letters/tax receipts while checking for grammatical/typographical mistakes and knowledge of practical tax receipting protocol.
  - Generates pledge reminders and invoices.
- **Event Coordination**
  - Assist with the coordination, planning and execution of logistics for the organization's signature annual fundraising event.
  - In collaboration with Community Engagement Coordinator, coordinate, plan and execute all cultivation and appreciation events including Summer Garden Party, Honoring Evening, house parties, board-led special events and more.
  - Assist the Development Director to develop and manage revenue and expense budgets for all special events.
  - Assist Community Engagement Coordinator with third-party fundraising events.
- **Administrative Support**
  - Manage department voicemail inboxes and responds or forwards as appropriate.
  - Anticipate and compile needed materials for donor meetings, site tours, etc.
- **Other Duties & Responsibilities**
  - Assist Communications & Marketing Manager with content creation, as needed.
  - Assist with site visits, tours, and public presentations on behalf of Warren Village as needed.
  - Anticipate departmental needs and provide innovative solutions.
  - Assist Development Database Administrator with data analysis and reporting.
  - Participate in strategic planning, development team meetings, and budget meetings.

- Attend relevant meetings and conferences as needed.
- Plan, coordinate and execute team building activities.

Other duties as assigned.

**Competencies:**

- Committed to the mission and goals of Warren Village.
- Strong interpersonal, verbal and written communications skills with demonstrated relationship management expertise.
- Public speaking experience and comfort level necessary.
- Project-management skills, with well-organized and demonstrated abilities to manage multiple priorities and programs simultaneously and accurately.
- Ability to be a self-starter, work both independently and collaboratively amongst different levels of employees and people of diverse backgrounds and cultures.
- Ability to listen, respect, and incorporate new learning into the role.
- Ability to work flexible hours when needed. Evening and weekends may be required.
- Ability to maintain strict confidentiality.
- Proficiency with Microsoft Office required.
- Database management experience.

**Minimum Qualifications:**

- Associate's degree from a two-year college or technical school in Business, Marketing, communication or other related field. (*Education substitute: 2 years of related experience for one year of education.*)
- One-year of related experience in an administrative position, preferably in a non-profit development office.

**Required/Preferred education and/or experience:**

Bachelor's degree

Three years of related experience.

Demonstrated knowledge of Raiser's Edge

**Work Environment:**

The working environment is that of a typical office setting. The employee is occasionally exposed to moving mechanical parts with regards to filing cabinets, printers and computers, etc. The noise level in the work environment is usually quiet to moderate.

**Physical Demands:**

While performing the responsibilities of the Development Associate job, the employee is required to talk and hear. The employee is often required to sit and consistently use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch, or crawl. The vision abilities required for this job include close vision. Reasonable accommodations are made where possible to enable individuals to perform job functions.

**Salary & Benefits:** \$24.18 to \$28.85 per hour DOE **Typical hiring range of: \$24.50 - \$27.70**

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual

telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Professional development and tuition reimbursement opportunities. Discounted Early Learning services available.

**To Apply:** Interested candidates should submit resume and cover letter (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org). Subject line: **Development Associate\***. This position will be posted until the latter of February 16, 2024 or until a qualified candidate is hired.

\*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have lived experiences that may contribute to your experience for the position, please document in cover letter.

***Only applicants selected for an interview will be contacted.***

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender or other diverse identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*