



**Be part of a great team!**

*Join a dynamic work environment that builds community!*

## **DEVELOPMENT ASSOCIATE**

### **JOB SUMMARY**

The Development Associate reports to the Executive Director (ED) and will manage all aspects of the SJCC's year-round fundraising efforts and board governance. S/he will also collaborate closely with Senior Program Staff on external communications and marketing, including print and social media strategy and implementation. The successful candidate will have excellent communication skills and the ability to multi-task and adhere to internal and external deadlines. Must have an overall positive attitude, great sense of fun and must present a professional image both internally and externally at all times. Take the next step in your career!

### **KEY AREAS OF RESPONSIBILITY**

The primary responsibilities of the Development Associate include, but are not limited to:

#### **Fundraising Resource Development (FRD):**

- **Strategy and Initiatives:** Collaborate with Executive Director and volunteer leadership in development strategy; initiate and implement creative and engaging events for donors and volunteers; Participating in creating and executing new fundraising initiatives.
- **Fundraising Events:** Manage all event planning, administration and reporting for fundraising initiatives; provide assistance to all JCC Special Events that have a fundraising component.
- **Donor Prospecting and Relations:** Assist with the development and maintenance of new donor cultivation and stewardship strategies and programs; Oversight of continuous prospect research and maintenance of an effective information retrieval system,
- **Donor Management:** Produce and send donor acknowledgements and donor correspondence; update and manage donor database;
- **Grants:** Grant research, application and reporting processes;
- **Direct Mail:** Responsible for creation and execution of direct mail campaign.
- **Synergies:** Work collaboratively with other departments to maximize giving opportunities across the agency
- **Donor Recognition:** Developing and maintaining guidelines for donor recognition.
- **Scheduling:** Maintain and manage timelines and schedules related to development.

## **Governance & Volunteer Management**

- Prepare for **Board of Directors and committee meetings** related to fundraising.
- Create **SJCC Volunteer Initiative**: Recruitment, placement, follow up & tracking of volunteers.
- Maintain **tracking system** for board documentation (minutes, resolutions etc.)
- Maintain motivation and energy around fundraising efforts for donors and volunteers;
- Manage SJCC Fundraising Development (FRD) Committee, working closely with chairperson and committee members to achieve stated goals and identify, cultivate and solicit prospects.

## **Communications:**

- **Social Media**: Maintain and update JCC website and social media accounts;
- **Print Media**: Work with all relevant contractors and staff in conception and creation of fundraising marketing pieces, emails and other communications;
- Preparation of **fundraising materials** in conjunction with relevant staff and vendors.

## **General:**

- Attend and participate in all staff meetings.
- Be highly-organized, flexible, and creative, with strong interpersonal skills and the ability to create effective tracking systems and adhere to deadlines
- Excellent written and oral communication skills and tact with donors and prospective donors.
- Proficiency in Microsoft Office and fundraising software programs
- Ability to work well independently and under deadlines; highly organized; mature
- Proven ability to juggle multiple priorities and move quickly from one project to another while meeting deadlines
- Competitive Salary and outstanding benefit package
- A positive attitude, hard worker who also enjoys having fun!

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. This document is not to be considered a contract for employment nor a guarantee of continued employment. This job description is to be used as a guideline to describe the current functions and requirements of the position. The job description may change at any time based on business needs and/or job reorganization.*

*Updated as of 9/12/16*