

Position Title:	Development Associate	Department:	Development
Reports to:	Vehicle Program/Events Administrator	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	02/2018	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

The Development Associate is part of a team working together to support strategic growth through fundraising and streamlined development operations. This position supports a variety of development initiatives including database management, donation processing, supporting both financial and in-kind (auto) donations. The Development Associate also supports events, and assists with mailings, social media and all aspects of the development department to support, and ensure smooth departmental operations. This position requires someone who is extremely organized, detail-oriented, and highly collaborative and committed to learning and gaining exposure to many areas of nonprofit fundraising.

Development Operations:

- Enter and manage data for all constituents (donors, volunteers, etc.). Maintain ClearView donor database to process donations, record and track deadlines, meeting notes, and funder information.
- Lead our vehicle donation processing, including intake calls from donors, tracking and follow-up for our successful program.
- Produce reports and data, as needed to track progress and results of initiatives to support the development team, including support for the V.P. of Development and Board reporting.
- Manage projects independently, and as part of a team.
- Assist in and embrace efficiency through maximized use of technology.

Communication:

- Draft written communication with other team members for fundraising and external relations activities including letters, follow-up correspondence, updates, acknowledgements, newsletters, blog posts, and more.
- Demonstrate a high degree of comfort and poise with donors, corporations, and prospects.
- Demonstrate interest in and ability to learn, grow, add value and support ongoing development efforts.
- Show the ability and aptitude to steward and leverage current donor relationships.

Relationship Development & Collaboration:

- Establish highly collaborative relationships with development team and other key staff members and external partners.
- Support cultivation of foundation, corporate, and major gift prospects.

- Collaborate on and effectively support all shared development team activities to meet or exceed fundraising goals, including annual mailings, print materials, event materials, and annual fundraising event.
- Others duties as needed.

Qualifications:

- AA degree, BA preferred in communications, marketing, project management, or other related field.
- One or more years of increasing responsibility in a nonprofit development, fundraising or related role
- Computer skills, including a strong understanding of databases, especially fundraising databases. Proficient in MS Office tools and with electronic documentation processes.

Additional Skills and Attributes:

- Excellent customer service skills with a professional and friendly demeanor, and ability to maintain confidentiality
- Flexible and adaptable, able to adjust to changing structures and environment
- Strong attention to detail and drive for accuracy; ability to prioritize and problem solve with tact and diplomacy
- Achievement-oriented and able to meet deadlines while managing multiple projects
- Ability to work in a highly organized, analytical, and data driven manner
- Strong communication in writing and verbally, with excellent interpersonal skills
- Reliable transportation for occasional local errands
- Supports our mission and core values

Physical Requirements: Must be able to sit for certain periods of time, bend and stoop occasionally, have the necessary ability to use a keyboard and lift up to 25 pounds.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.