

**POSITION TITLE: Development Associate**

The Development Associate provides administrative support for the development team. Under the supervision of the Senior Development Manager, the Development Assistant will coordinate donor recognition and letter generation for all giving support, as well as maintenance of donor records in the donor database, and provide event support and logistics, communications support, calendar management for development team members, and other general department support.

**QUALIFICATIONS:**

Minimum 1-2 years of experience in nonprofit development or administrative experience preferred. Strong, demonstrated attention to detail, writing skills, interpersonal skills, and problem-solving skills are required. Must exercise absolute donor confidentiality.

Proficiency with Microsoft Office required. Experience with a donor database such as Donor Perfect, Neon One, Raiser's Edge, or other CRM is desirable. Curiosity and motivation to learn and ask questions is a must for this role. Minimum high school diploma required. An interest in fundraising or nonprofit administration is highly desirable.

**RESPONSIBILITIES AND EXPECTATIONS:**

**Record Keeping:**

- Meticulous and consistent entry of gifts in the donor database.
- Maintain detailed and accurate donor records and gift details in donor database.
- Manage the donor acknowledgement process for execution by the Development Team at large.
- Source detailed information for the Development Team from the donor database, Sharepoint, and other development software.

**Event Support:**

- Provide administration support in event planning and execution, including but not limited to:
  - Maintaining guest list and guest details, managing guest check-in process
  - Support in ensuring that sponsor benefits are fulfilled
  - Support in procurement of auction and raffle items
  - Assisting with day-of logistics such as setup/cleanup, monitoring auction and raffle, support in keeping staff and vendors on-schedule
- Ensure proper tracking of all event-related records in donor database

**Communications Support:**

- Assist in the curation of social media strategy, in alignment with strategic goals.
- Ensure maintenance of Constant Contact records, capturing new addresses in a timely manner.

**Administration:**

- Lead calendar management for Development and Outreach events and collaborations.
- Communicate on behalf of the Development Team where necessary.
- Other duties as assigned.

**Other Requirements:**

Facilitate Agency effectiveness may be expected to take on other duties as assigned. Availability of transportation to provide community service is required.

*All employees in Development are expected to complete the Agency's 40-Hour Volunteer Training.*

**ACCOUNTABILITY:**

Senior Development Manager

**HOURS:**

40 hours per week

**PAY RATE:**

\$18-\$21 an hour.

*Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.*

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