

Family Connections

Job Description

Job Title: Development Associate	Supervisor: Director of Development
Department/Program: Development	FLSA Status: Exempt/Salaried
Last Updated: August 2022	Salary Range: \$45,000-\$52,000

Purpose

The Development Associate provides support for all development aspects of Family Connections including but not limited to managing a donor and prospect database, running reports and queries on donors and prospects, generating acknowledgement letters, providing support for fundraising related activities and events such as the annual Dads Day Run, and sharing development related metrics with appropriate internal and external staff to support the philanthropic activities of Family Connections.

Essential Job Functions

- Provide administrative support for contributions processing, including pledges, pledge payments (EFT) and perpetual gifts; the processing includes data entry and generating various versions of donor acknowledgement letters; customize the letters as needed to accurately reflect donor's intention.
- Categorize, determine and add details including appeal codes, donor benefits, tax deductibility, challenge grants tracking, and recognition listings, etc. for contributions by types of gifts (annual gifts, general donations, commemorative gifts, matching gifts, etc.) and ways/methods of giving such as Donor Advised Funds, foundations, wire transfer, stock, etc.
- Build queries/extractions and generates lists and reports from the database, segment and create mailing and email lists; import appeal, source and plans/steps into database; prepares and tracks in-house mailings as needed;
- Provide Development Director with updates on Development Dashboard.
- Work with outside firms/vendors as needed; build and provide monthly reports including renewal fulfillment report and donor statistics report
- Assist with annual financial audit by keeping records of and providing appropriate documents for contributions as we get requests from Finance and auditors.
- Assist Development Director with tracking of grant and contract related activity including entry of awards in donor database, tracking due dates for reports and proposals and saving all funder-related documentation electronically.
- Provide administrative support for annual fund operation; track and maintain development inventory including ordering/re-ordering donor materials; serve as an administrative contact for donors and supports donor events (requires some nights and weekends).
- Attend Development Committee meetings, when appropriate.

Required Qualifications

Education, Training and Experience

1. Bachelor's degree preferred, with a minimum of 3-5 years of experience in nonprofit fundraising.
2. Experience in handling various ways of giving, including Donor Advised Funds, wire transfer, stock, commemorative gifts, and corporate matching gifts
3. Minimum two years experience working with database programs, Donor Perfect preferred, building queries/extractions/pulling lists and reports
4. Must be comfortable in fast-paced, high-volume environment
5. Excellent organization skills and attention to detail
6. Excellent customer service and written/oral communications skills
7. Excellent computer skills including Microsoft Word, PowerPoint and Excel

Core Competencies

In addition, all Family Connections staff are expected to be proficient in most and continuously growing in all these Core Competencies

Interpersonal relations and team building. Establishes rapport with others across organization; respects and collaborates with others; considers and responds to the needs, feelings, and capabilities of others; establishes an open dialogue with others; shares information and decision-making responsibility with team members

Personal integrity, professional conduct, self, and time management. Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; Models appropriate professional behavior and speaks directly to people rather than at people; Accepts responsibility for own actions and willingly accepts constructive feedback; Maintains confidentiality and upholds ethical standards; Assesses own skills and identifies areas of improvement; Sets and achieves goals and works independently; Manages time effectively and completes assignments in a timely manner; Balances priorities and manages multiple tasks and projects.

Fostering diversity. Understands and embraces the differences that individuals, participants and staff bring to Family Connections; encourages and fosters the unique contributions and varied talents of diverse groups and individuals; Values, develops, nurtures, uses, and celebrates group and individual diversity; Removes barriers to participation and facilitates inclusion; Strives to ensure a friendly and harmonious environment for families and children, volunteers and staff; Treats others in an unbiased manner; Challenges the biased behavior of others.

Judgment; problem solving and conflict management. Uses discernment to evaluate each situation and determine the best course of action. Identifies important interrelationships related to a problem and solution; Supports decisions or recommendations with data and/or reasoning; Shares problem solving and supports and follows the problem solving solutions development by others; Anticipates, prevents and resolves conflicts while maintaining productive working relationships; Distinguishes between disruptive conflict and constructive differences; Identifies common interests to resolve differences and facilitates conflict resolution; Recognizes boundaries and does not participate in conflicts that are not theirs to manage.

Working Conditions

Ability to work both in a sitting and standing position. Ability to attend Family Connection fundraising events that may require sitting, walking and/or standing. Ability to drive to community events and meetings.