



Towards Employment

POSITION DESCRIPTION

POSITION:	Development Associate
REPORTS TO:	Director of Marketing & Development
POSITIONS SUPERVISED:	None
FLSA STATUS:	Exempt

OVERVIEW: Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 53 and a \$5 million annual budget. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers.

POSITION OVERVIEW: The Development Associate will provide administrative support for Towards Employment's development strategies related to fund development, grants management, volunteer cultivation and events. Reports to Director of Development & Marketing.

RESPONSIBILITIES

Fund Development

- Update and maintain TE's donor database (DonorPerfect).
 - Manage all data entry and ensure accurate data entry.
 - Produce database reports and analyze donor trends.
- Work with Director of Development & Marketing to implement individual giving strategy and campaigns including Board of Directors individual donations.
- Process donations in DonorPerfect and provide timely acknowledgment and follow up with donors through print, telephone or email.
- Coordinate with the finance department when donations are received.
- Coordinate scheduling and logistics of donor tours, corporate volunteer projects, speaking engagements, foundation visits, etc.
- Coordinate volunteer acknowledgement and input names into DonorPerfect.

Grants Management

- Maintain grants calendar and communicate upcoming deadlines to program and finance staff as necessary.
- Manage timely and accurate filing of all hard copy and electronic donor gift material: reports, correspondence, grant agreements/requests etc.
- Maintain and update grants database and provide ongoing reports as needed.
- Coordinate routine funder correspondence.
- Shepard grants process from material gathering to submission.

Events

- Work with Marketing & Engagement Coordinator to coordinate fundraising activities and logistics at annual benefit.
- Track event registrations and auction solicitations; enter donations into database.
- Coordinate logistics for private donor events.

Volunteers

- Be the staff point person for TE's Young Professional Group
- Coordinate TE volunteer program
- Host volunteer orientation sessions

Other

- Participate in the general administration of marketing and fund development department.
- Provide support to Director of Marketing & Development in development areas.
 - Act as an ambassador of TE.

REQUIREMENTS

The ideal candidate will demonstrate a commitment to TE's mission and values; have a professional demeanor; ability to work in a fast-paced, deadline driven team environment with excellent interpersonal, verbal, and written communications skills; have a proven record of high quality work; and be self-driven.

QUALIFICATIONS

- Bachelor's degree (or equivalent work experience in fundraising).
- Command of MS Office applications.
- Proficiency with DonorPerfect (or other CRM systems – i.e. Raiser's Edge).
- Available for weekend and evening engagements based on department activities.
- Knowledge, experience with, and interest in, the local development landscape.

EEO Statement

Towards Employment provides equal employment opportunity to employees and job applicants regardless of race, religion, color, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by local, state or federal law.

Please send resume, cover letter, and salary expectations to Sharon Shorts at sshorts@towardsemployment.org.