

## **Development Associate**

### Job Description

**Allies In Caring, Inc. is a startup nonprofit dedicated to leadership, advocacy, and excellence in promoting culturally-responsive, mental health services for diverse populations. We are an organization of creative and effective changemakers who are making powerful ideas real.**

*For More information visit us at: [www.alliesincaring.org](http://www.alliesincaring.org).*

Allies in Caring, Inc. is looking for a talented **Development Associate** seeking to work in a mission driven and culturally diverse organization that offers challenging and stimulating opportunities to test your abilities, serving those in most need.

#### **Purpose of Your Job Position:**

Reporting to the Executive Director, serve as key point person on advancing and maintaining development strategies, with specific focus on researching and fundraising strategies to create a donor base and strong relationship with foundations.

**Responsibilities of the Development Associate include, but are not limited to the following areas:**

#### **Board liaison:**

Track action items generated at Board Meetings. Assist in follow-up with E.D. to ensure development and engagement tasks are completed in the time assigned or allotted. Follow-up may include drafting correspondence, scheduling meetings, facilitating event planning, distributing invitations and tracking RSVPs. Duties and responsibilities include maintenance and data entry in shared data repositories.

#### **Gift Processing**

In partnership with our Bookkeeper, support all tasks associated with gift processing including – regularly check PayPal for new gifts, enter gifts in designated gift repository, draft template gift acknowledgments, vet drafts with lead officer on each gift, customize as directed and distribute and catalog in database (audit, enter, draft, distribute, track). During specific fundraising campaigns generate daily email report of gifts received and circulate to Executive Director and Bookkeeper. Prepare weekly and monthly digest of gift activity.

## **Event Planning and Communications Materials**

Serve as an assistant on our produced events and communication materials. Attend key planning meetings and review major communication materials, bearing a shared responsibility of reviewing all event plans and print or web materials advocating for the perspective of various development constituents including: prospective, current, or past donors, corporate partners, foundation sponsors, and funding government agencies. For events facilitate special invitations, conduct RSVP follow-up, partner with staff to identify handlers and greeters for key constituents from guest artists to donor populations. For print materials, assist in the creation such collateral primarily through the proofreading phase to recommend edits that enhance and stewards development relations.

## **Grants**

Help research and identify sources of funding for programmatic and operational support. Contact foundations and corporations about partnerships and do follow-up on proposals. Write and edit reports, tracking both internal and external deadlines. Oversee the acknowledgment and recognition of all corporate and foundation grants. Update funders on website and in all of the organization's written materials.

## **SKILLS AND REQUIREMENTS:**

- Experience with donor relationship management, cultivation and donor support.
- Experience in the field of development, including public relations and marketing.
- Excellent communication skills, both written and verbal.
- Understanding of and experience with spreadsheets.
- Ability to synthesize information from multiple sources and summarize key points.
- Exceptional attentiveness to details and results-oriented. Self-motivated and –directed.
- Strong computer and internet proficiency, including Microsoft office applications and web-based communications tools.
- Excellent database management and report-creation skills.
- Highly organized and flexible in a dynamic environment; comfortable working independently and as a team member.

## **Qualifications:**

A minimum of a bachelor's degree is required. Excellent writing, organizational and interpersonal skills required. 3 years of fund development/ grant writing experience. Highly energetic, consummate team player, resourceful, flexible and a good sense of humor required. Solid computer skills are also a must, including Microsoft Office Suite. Experience with fundraising software preferred.

All interested candidates must submit a resume and cover letter indicating desired position(s) via email to [hr@alliesincaring.org](mailto:hr@alliesincaring.org) or fax at 609-543-0303.

*Allies In Caring, Inc. Is an equal opportunity employer.*