



Job Title: Development Associate

Hours/Exempt: Exempt

Reports to: Executive Director

Salary Range: \$38,000-\$46,000

Education/Certifications/Experience:

- Bachelor's degree preferred
- Must have a minimum of two years' experience in non-profit development with proficiency in database management, data integrity and creating customized reporting

Requirements/Skills:

- Knowledge of Little Green Light (LGL) software or other advancement database and reporting tools
- Knowledge of basic accounting and IRS guidelines for receiving and acknowledging gifts
- Experience working in Microsoft Word and Excel
- Ability to perform detailed analysis work; ability to organize information and data sets
- Superior attention to detail; well organized
- Proven writing, analytical, communication, and interpersonal skills
- Self-starter with ability to manage multiple tasks simultaneously; ability to work as a team

Responsibilities:

- Manages LGL database of donors and maintains accuracy and data integrity
 - Serves as the staff liaison with LGL
 - Records and receipts all gifts to include in-kind and online donations and pledges
 - Coordinates all aspects of online donations and their accurate integration with LGL
 - Processes end-of-year donation letters
 - Recommends process improvements by establishing policies and procedures for data entry, record maintenance, gift processing and reporting
 - Records, tracks and updates donor information and notes to include sponsors, foundations, corporations, trusts & individuals
 - Creates, generates, and runs customized reports
- Coordinates donor stewardship to include personal acknowledgements, thank you letters, memorials and honorariums; and suggests ways to publicly recognize major donors via website, newsletter, social & print media
- Supports Director of Development with all aspects of the annual funding efforts, recurring gift program, direct mail appeals, and copy for all development materials for inclusion in newsletters, brochures, website, and social media
- Serves as primary contact for the Wall of Memories and all giving campaigns including North Texas Giving Day and Birdies for Charity
- Provides mailing/email lists for both print and electronic communications with donors
- Supports the Director of Development with the grant process including researching grant opportunities, providing stewardship to the funders, and maintaining internal grant files
- Handles non-profit verification requests and employee giving program documents and authorization forms
- Occasionally asked to participate in evening and weekend fundraising/community events
- Provides support to the Director of Development in all fundraising efforts; other duties and administrative tasks as assigned

To Apply

Interested persons should email cover letter, resume to: Shelley@thewarmplace.org

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.

This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.

Updated November 2017