



**Job Title:** Development Associate

**Hours/Exempt:** Exempt

**Reports to:** Director of Development

**Salary Range:** \$40K-\$50K

**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 reporting

**Requirements/Skills:**

- Knowledge of Little Green Light (LGL) software or other constituent database
- Knowledge of basic accounting and IRS guidelines for receiving and acknowledging gifts
- Experience working in Microsoft Word and Excel
- Superior attention to detail and 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, while maintaining accuracy and data integrity
  - Records and receipts all gifts to include in-kind and online donations
  - Recommends process improvements for policies and procedures regarding data entry, record maintenance, gift processing, and reporting
  - Records, tracks, and updates donor information
- Coordinates donor stewardship efforts including thank you letters, personal notes, memorials/honorariums
- Provides support for the three annual fundraisers (Race 2 Remember Them, The WARM Place Classic, and A Cool Night): Processes/thanks sponsors, donors, and registrants; attends committee meetings; participates in event prep and execution; assists with post-event wrap-up efforts
- Supports efforts to publicly recognize major donors via website, newsletter, social media, and print media
- Supports Director of Development with annual fund efforts including the recurring gift program, mailed appeals, and content for all development materials for inclusion in newsletters, e-newsletters, website, and social media
- Supports the Director of Development with the grant process including providing stewardship to the funders and maintaining internal grant files
- Oversees 3<sup>rd</sup> Party Fundraisers
- Serves as primary contact for the Wall of Memories, Birdies for Charity, and Facebook fundraisers
- Oversees In-Kind Donations: recording, thanking, monthly report, website list, holiday Wish tree
- Helps maintain accurate records in Constant Contact
- Handles non-profit verification requests and employee giving program documents
- Participates in agency tours and community presentations
- Occasionally asked to participate in evening and weekend fundraising/community events
- Takes on other duties and administrative tasks as assigned

**To Apply**

Interested persons should email cover letter and resume to: [Katie@thewarmplace.org](mailto:Katie@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 June 2022**