



Job Title: Development Associate

Hours/Exempt: Exempt

Reports to: Director of Development

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
- Experience working in Microsoft Word and Excel
- Superior attention to detail and well-organized
- Proven writing, analytical, communication, and interpersonal skills
- Knowledge of basic accounting and IRS guidelines for receiving and acknowledging gifts
- 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, including 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 development content 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 3rd 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

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 August 2023