



DEVELOPMENT ASSOCIATE

Department: Fundraising and Special Events

Reports to: Special Events Coordinator

POSITION DESCRIPTION

The primary function of this position is to support the Fundraising and Special Events department with raising funds along with awareness for the organization.

ACCOUNTABILITIES:

The Development Associate responsibilities include but are not limited to;

- Support and attendance required at all events including: Event Planning, Production, Set-up, and Teardown
- Assisting with volunteer recruitment & communication to meet the needs of each event
- Maintenance of event production tools such as; e.g. devices, linens, sign holders, ice chests, and communicating replacement needs to the Special Events Coordinator in a timely manner
- Solicitation of in-kind donations for use of silent & live auctions or volunteer recognition as directed
- Assisting with the sale of sponsorships pertaining to each event
- Research Grants and Sponsorships opportunities
 - Apply for grants and sponsorships that align with the strategic plan
- Assisting with press release creation and distribution
- Assisting with the coordination of all marketing and event-related materials, including but not limited to graphic arts, production, printing, and distribution
- Participating in the creative process of updating and creating events that will be profitable for the organization
- Participating in the creation of the Newsletter for the organization as assigned

Administrative duties include but are not limited to;

- Entering all donations and event sales into the database (Giftworks), maintaining the day-to-day entries of the database, and updating donor information to keep the database current
- Maintaining the department inventory list and working with the accounting department to ensure cross-department records are correct
- Sending Thank You letters to all donors within 1 week of receipt
- Assisting the Special Events Coordinator with identifying potential large donors
- Attending team member meetings and strategic planning meetings as requested
- Support with the oversight of volunteers in their duties
- Pick-up and delivery for departmental needs when necessary or directed
- Support maintaining New Vista's main/campaign website(s) content and blog

Additional qualifications

- Computer literate in ALL Microsoft Office Programs and basic knowledge of Adobe Illustrator, Photoshop, In Design, and Acrobat.
- Proofreading, grammar, and ability to write logically and creatively
- Reliable Vehicle and valid driver's license, preferred
- Ability to lift a minimum of 25 lbs. and work in outdoor conditions year-round
- An assertive personality that is not uncomfortable asking for donations in person and by phone
 - Positive & Global Thinker that can move forward to the next request after rejection

This job description is provided as a guideline to the employee of duties they can expect to perform regularly but is not inclusive of all duties the employee may be asked to perform in this position. This position functions under the development department of the organization. By signing you understand and agree you are capable of performing the functions of this position as described herein.

I also understand the Executive Director has the right to change this job description at any time.

Signature of Employee

Date

Print Name