



## Development Associate

**Position Reports To:** Executive Director

### Position Overview:

The Development Associate is a member of the Development Team and is primarily responsible for implementing and maintaining a Moves Management tracking and scheduling system for donor cultivation and retention. Responsibilities also include creation and management of an annual grant calendar, execution of the development plan, writing donor acknowledgement and other correspondence, processing donor payments, maintaining donor records in donor database (Donor Perfect), running reports from donor database as needed, and assisting in maintaining administrative files and records.

The Development Associate also performs special event duties, such as generating and managing communication to existing donors, sponsors and partners before and after special events, recording and managing sponsorships, recruiting and managing event volunteers, processing payment and RSVPs for special events, entering special event records into Donor Perfect and distributing receipts and acknowledgments as appropriate.

### Responsibilities:

- Implement effective systems to track and manage donor research, identification, qualification, cultivation and retention.
- Create and manage an annual grant calendar. Assist with grant-writing where necessary.
- Develop and maintain standard and specialized donor communication.
- Coordinate mailings for invitations, appeals, information distribution.
- Act as lead contact for the annual Giving Challenge organized through the Sarasota Community Foundation
- Maintain and continuously improve the organization's presence on the Giving Partner (local Guidestar portal) and Guidestar directly.
- Organize, attend and provide follow-up support for Board Development Committee and other committees as appropriate.
- Administrative responsibilities include:
  - Logging checks or other forms of payment from donors into donor database.
  - Generating and sending correspondence to donors for acknowledgement and other solicitations as directed.
  - Maintaining Corporate Partner and Event Sponsor lists and ensure agreed benefits are delivered.
  - Entering and tracking donor cultivation interactions in donor database.



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- Running Reports in donor database as required.
- Developing Excel Reports as requested.
- Helping manage donor cultivation schedule and serve as “nudge” to confirm items are completed.
- Listing and communicating open task items to Executive Director.
- Running Duplicate Report from donor database and merging duplicate accounts.
- Providing administrative Support for Events (Mailing Lists for Special Events, Guest Lists, Name Tags etc.).
- Providing day-of Event Support including set-up, check in, check out, or other items as needed.
- Seeking, obtaining or retaining new and existing sponsors for special events, keeping communication ongoing with each sponsor.

### **Knowledge, Education and Skills Required:**

Position requires reliable, detail-oriented individual who can create, maintain, and communicate administrative reports, spreadsheets, and correspondence. Requires good working knowledge of Microsoft Office as well as file sharing programs such as Google Drive. Must be able to draft and communicate correspondence to donors. Must be comfortable learning and using donor database software. Must be comfortable interacting with donors and supporters.

Bachelor's Degree preferred with 1-2 years minimum working experience in a communications / marketing / public relations / office administrative position. Proficiency in Microsoft Word and Excel is a must.