



JOB DESCRIPTION

JOB TITLE: DEVELOPMENT ASSOCIATE

FLSA: Exempt

REPORTS TO: Chief Development Officer

FT/PT: Full-Time

POSITION SUMMARY

The Development Associate will help support the Development Department by cultivating relationships with donors and foundations. The Development Associate will assist in all forms of communication with constituents and provide administrative assistance to the department as requested.

ESSENTIAL JOB FUNCTIONS

- Cultivate and communicate with existing donors, ensuring the highest quality of customer service (Thank You Letters, Acknowledgement Letters, List Segmentation, etc...);
- Work with the Chief Development Officer and Major Gift Officers on ad-hoc request;
- Analyze donations, create list segmentation and assist in the creation of unique solicitation materials;
- Manage customized mailings for high dollar donors;
- Manage and maintain data in the donor CRM to assure timeliness and accuracy of data being detailed and specific; for non-caseload donors;
- Assist with constituent cultivation across all donor segments (Planned Giving, High Dollar, Small Dollar) through direct communication (email, phone calls, traditional mail, etc...);
- Cultivate new relationships, identify new prospects across a variety of resources ie: social networking;
- Broaden industry skills through continuing education courses related to fundraising
- Perform other duties as assigned.

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- Bachelor's degree preferred and/or 3-4 years' experience in non-profit development;
 - Strong written and verbal communication skills;
 - Strong listening skills;
 - High degree of organization and attention to detail;
 - Ability to work in a collaborative, fast -paced environment;
 - Demonstrated ability to work under pressure, meet multiple often overlapping deadlines and work long hours when required;
 - Occasional domestic travel required as well as HQ attendance



PHYSICAL DEMANDS OF THE JOB

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Making substantial movements (motions) of the wrists, hands, and/or fingers to type, write, file, perform clerical tasks, and/or operate a computer and/or mobile device.
- Speaking/talking to express or exchange ideas or provide instructions.
- Hearing with or without correction to perceive normal speaking levels.
- Must have the ability to receive detailed information through oral communication.
- Sitting at a desk frequently.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Standing/remaining upright on the feet periodically.
- Walking/moving about on feet to accomplish tasks, from one part of the office to another.
- Visual acuity with or without correction to prepare and analyze data and figures, view a computer terminal, read extensively, operate office machines, and to determine the accuracy, neatness and thoroughness of the work assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this position, the worker is mainly subject to an office environment and there is climate-control, not substantially exposed to adverse environmental conditions.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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This job description is not intended to be all-inclusive. This position may be assigned to perform other duties to meet the ongoing needs of the organization.

