



TITLE: Development Associate

REPORTS TO: Development Director

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: Full time

Position Summary:

Responsible for records management including gift processing, pledge reminders, reporting, database maintenance and clean-up. Also responsible for annual giving program planning and coordination. Assist Director of Development, staff and volunteers as assigned and as needed.

Essential Functions:

The essential functions include, but are not limited to the following:

- Develops and executes a comprehensive plan for Annual Giving each year including drafting appeals, analyzing data, preparing mailing lists and coordinating with printer, mailhouse, and post office.
- Gift processing: Execute accurate and timely gift processing procedure including entering gifts into the database, running batch reports, relaying all information to the Business Office, acknowledging all gifts (tailoring acknowledgements when applicable), including tribute gift notifications.
- Pledge Reminders: draft and send reminders for outstanding pledge payments and recurring 'commitment' gifts.
- Reporting: Prepare daily, weekly, monthly, quarterly and yearly reports for Development and Administration with strong attention to detail and analysis of data and trends. Also prepares data for annual AIMS and Cristo Rey Network surveys.
- Record management: Ongoing database maintenance including creating new records for new constituents, updating existing records with current information.
- Policies and Procedures – review, maintain and update internal handbook for database use including how-to's on record creation, gift entry, and reporting.
- In coordination with the Director of Development, responsible for the following external Development communications (including production, mailing list, mailing logistics, and contact import):
 - Annual Report
 - Fall and Spring Appeals
 - Christmas and Holiday Cards
 - Graduation Invitations
 - Mailing lists
- Assist the Director of Development with crafting communications including, but not limited to: acknowledgement letters, appeal communications, social media communications, signature event communications,

Qualifications:

- Bachelor's Degree preferred. One year or more of development experience is preferred.
- Positive, team-player attitude, with the ability to work independently and make recommendations.
- Database experience with DonorPerfect or Raiser's Edge preferred.
- Skilled writer and communicator, with meticulous attention to detail, and the ability to prioritize multiple tasks and see them to completion.

- Demonstrated ability to maintain diplomacy and confidentiality.
- Strong organizational and planning skills.

To apply: Email a cover letter and resume to hr@crstoreybalt.org. No phone calls, please.

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit for long periods of time; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. This position will be working primarily indoors in a climate controlled, smoke free office environment, but also requires the employee to be in the outdoors on an infrequent basis. From this movement, the employee will encounter varying temperatures. The noise level in the work environment is usually moderate.

Disclaimer: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.