



TITLE: Development Associate
DEPARTMENT: Development
REPORTS TO: Development Director
FLSA STATUS: Exempt
EMPLOYMENT STATUS: Part time

Position Summary:

Responsible for annual giving management, coordinating special campaigns, scholarship program and major gift stewardship, managing student ambassador program, providing support in planning and executing special events, and other development initiatives in order to generate operating and other funds. Collaborate with the Director of Development, Development team members, faculty, staff, and volunteers as needed.

Essential Functions:

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

- Coordinates special campaigns each year like Giving Tuesday and Faculty Staff appeal.
- Supports the Director of Development with Scholarship Program and Major Gift stewardship, which includes:
 - Facilitating donor stewardship
 - Scheduling meetings with current benefactors and major donors
 - Preparing research about donors and students ahead of meetings
 - Coordinating letter writing campaign from CRJ student representatives
 - Preparing monthly pledge reminders for scholarship benefactors
 - Establishing and Managing student Development Ambassador program
 - Using donor database to manage contacts and deliverables
 - Using donor database to prepare reports
- Provides logistical support for special events including preparing invitation lists, tracking RSVPs, confirming details with vendors, communicating with sponsors and guests and preparing event-related reports.
- Recruits and manages student representatives to play an active role in development stewardship initiatives, including events, letter-writing, site visits, and more.
- Maintains accurate donor records in database and supports the Development Team in managing donor database.
- Maintains confidentiality of donor records.
- Assists in producing the annual report.
- Assists in drafting written pieces including letters, brochures, blog posts and more, as needed.
- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities):

- Personal commitment to the school's mission.

- Four-year college degree, preferred.
- Ability to develop strong working relationships with faculty, staff, students, families, volunteers, donors, and leadership.
- Experience with DonorPerfect Online or another fundraising database is a plus.
- Proficient in Microsoft Office, Google applications, and social media applications.
- Excellent oral and written communication skills.
- Calm, professional, and consistently pleasant telephone, email, and interpersonal manner.
- Excellent organizational and clerical skills.
- Detail-oriented.
- Efficient worker able to multi-task with minimal supervision.
- Self-starter with demonstrated ability to work independently, think critically, and tackle challenges.
- Patience, stability, work ethic, and flexibility needed for the demands of a small development shop.
- Must have reliable transportation and be willing to run errands.

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.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.