

**POSITION:** Development Associate

**REPORTS TO:** Development Manager

**POSITIONS SUPERVISED:** none

**FLSA STATUS:** Nonexempt

**OVERVIEW:** Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 63 and a $6.5 million annual budget. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. As a staff, we work towards achieving our organizational vision - an equitable workforce system where racial income gaps have been eliminated and everyone, especially those most affected by systemic racism, has access to family-sustaining wages and quality jobs

**POSITION OVERVIEW**: Development Associate provides administrative support for the day-to-day operations of Towards Employment development functions: managing all gift/data entry; and supports development strategies related to fund development, grants management, volunteer cultivation and special events. This position is part of the development, marketing and community engagement team and reports to the Development Manager.

**Data Entry / Reporting and Annual Campaign Support (50%)**

* Conduct all donor and gift entry and maintain organizational donor database and mailing list
* Responsible for gift acknowledgment process and generating donor/volunteer reports
* Provide capacity campaign support via DonorSearch and Moves Management
* Provide administrative support for Board of Directors Individual Development Plans and support end of year appeal

**Grants Management support (20%)**

* Assist with administrative support with grants management including, internal award filing and entering and updating all data into DonorPerfect
* Support capital campaign by assisting with prospect research with grant funding
* Assist with grants management and prepping temples and reports, including preparing report/application templates as needed.

**Volunteer Program Support (15%)**

* Provide administrative support for volunteer program by inputting all volunteer data into DonorPerfect and assist with volunteer orientation as needed
* Support volunteer engagement and retention strategies as needed, including managing all Step-Up Graduation invitations and providing administrative support for volunteer orientation / training follow ups

**Special Events (10%)**

* Support Associate Board event and help coordinate funder visits as needed
* Support capital campaign cultivation events as needed
* Support annual fundraising event as needed (auction, tickets, data/gift entry, acknowledgments)

**Other (5%)**

* Provide back up support for front desk, and other administrative support as needed

**QUALIFICATIONS**

* Bachelor’s degree (or equivalent work experience in data entry)
* Meticulous record-keeping skills and detail-oriented approach
* Experience working in a fast-paced environment while maintaining high personal standards for the quality of output
* Interest in working in DonorPerfect (or comparable CRM)
* Aptitude in Microsoft Word, Excel, Outlook and PowerPoint

**Competencies**

Success in this position also requires:

* ***Detail Orientation –*** Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
* ***Relationship Building*** ***–*** Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial, and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.
* ***Confidentiality and Discretion –*** Ensures a high level of discretion at all times, on all matters.
* ***Flexibility –***Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
* ***Schedule Flexibility –*** Able work or attend events outside of traditional work hours or on weekends.
* ***Social Justice and Racial Equity Advocate –*** Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

**BENEFITS**

Towards Employment offers competitive benefits including employer subsidized medical, prescription drug, vision and dental insurance; matching traditional and Roth 401k; life and disability insurance.  Voluntary benefits include: HSA and FSA savings accounts, accident, critical illness and hospital indemnity insurance and dependent life insurance. Also employees receive paid vacation, 10 sick days plus 13 paid holidays annually.