



## **Towards Employment**

<b>POSITION:</b>	Development Associate
<b>REPORTS TO:</b>	Development Manager
<b>POSITIONS SUPERVISED:</b>	none
<b>FLSA STATUS:</b>	Nonexempt

**OVERVIEW:** Towards Employment is a national leader in workforce development. We connect people to careers which changes people's lives, advances businesses, and strengthens community in Northeast Ohio. Founded in 1976, Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff. At Towards Employment we value critical thinking, intellectual curiosity, open communication, and collaboration. We embrace diverse perspectives, have a collective passion for the work we do and a curiosity to find new and better solutions. 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:** Key to our success is building strong relationships with, and appreciation for, our donors. The Development Associate provides administrative support for the day-to-day operations of Towards Employment development functions: managing all gift/data entry; supports development strategies related to fund development, grants management, volunteer cultivation and special events. This position is part of a fast-paced 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 templates 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.
- **Growth Mindset** – Embraces a culture of continuous learning and a can-do attitude, readily adapts to change, is intellectually curious and a critical thinker.
- **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.

### EMPLOYEE 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, 3 personal/wellness days, plus 13 paid holidays annually.