

POSITION DESCRIPTION

POSITION TITLE:	Development Associate
REPORTS TO:	Development Director
SUPERVISES:	Volunteers, Interns
FLSA STATUS:	Exempt (40 hours)
SALARY	\$40,000 - \$45,000 per year

POSITION PURPOSE: Ensure the integrity of SOS donor database, which includes entering accurate data, producing gift acknowledgments, and generating reports. Assist with annual campaigns, events and external communications.

SOS Community Services provides equal opportunity employment and service opportunities to all eligible persons without regard to race, religion, creed, color, national origin, citizenship, age, height, weight, sex, gender, marital status, sexual orientation, parental status, veteran status, handicapping condition, membership in any labor organization, political affiliation, or record of arrest without conviction. It is also the policy of SOS Community Services not to refuse employment to individuals solely on the grounds of prior substance abuse or prior criminal history. The agency will promote the full realization of these policies through a continuing program of Affirmative Action, including efforts to actively recruit minorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Database Management

1. Ensure the integrity of the department's Abila Fundraising 50 database. Enters data of gifts, pledges, in-kind donations, and donor information; includes training other staff, volunteers, & interns to enter data accurately.
2. Assist with general analysis of data as it relates to fundraising and donor recognition.
3. Process and compose acknowledgment letters, invoices, and correspondences in a timely fashion and in accordance with IRS guidelines.
4. Prepare reports to detail progress towards fundraising goals, the progress of campaigns, event analysis and other reports as requested by Development Director.
5. Perform data clean-up.

II. Solicitations & Events

1. Oversee annual fund solicitations by preparing mailing lists, tracking expenses, and producing the materials in collaboration with the Development Director and Development Manager.
2. Manage in-kind giving program and agency drives.
3. Assist with fundraising events including soliciting donations, staffing events, and assisting with the annual silent auction.
4. Plan and coordinate agency minor events, and serve as liaison for community-led events.

III. Grants

1. Identify and research prospective grant funders
2. Prepare and submit grant applications to prospective funders.
3. Act as liaison between representatives of grant funding organizations and SOS as needed.
4. Assist in preparing grant reports as requested and general compliance with funder requirements.
5. Assist in managing the grants calendar and ensuring timely submission of requests, reports, and other documents as needed.

IV. Development Support

1. Maintain relationships with funders and donors in the community, and outreach to establish new relationships.
2. Prepare e-newsletters, print newsletters, and develop content for SOS's social media platforms.
3. Manage SOS's website.
4. Supervise interns and volunteers as needed.

DEPARTMENT RESPONSIBILITIES:

1. Responds promptly to donor-related inquiries and contacts donors as needed.
2. Conduct tours and participate in speaking engagements on behalf of SOS.
3. Complete other duties as assigned by the Development Director.

AGENCY RESPONSIBILITIES:

1. Actively support the SOS commitment to diversity in all areas and responsibilities.
2. Uphold and ensure appropriate enforcement of all agency policies and practices.
3. Participate in community relations and outreach tasks as directed and required.

BASIC QUALIFICATIONS:

- Ability to work in person in the office.
- B.A. or equivalent experience, plus 2-3 years relevant experience
- Manages multiple priorities under aggressive deadlines, and manages time efficiently
- Possesses strong ethical character
- Ability to collect and analyze quantitative and qualitative information
- Excellent written and verbal communications
- Experience using fundraising database systems (i.e. Abila Fundraising 50)
- Proficiency in MS Word, Outlook and Excel required
- Ability to function independently as well as part of a team
- Ability to work in a fast-paced, active environment
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow through
- Ability to prioritize work assignments
- Comfortable communicating with a wide array of people on the phone and in person
- Must have a commitment to working on behalf of vulnerable populations
- Compliance with the Substance Free Work Place Act, the Privacy Act, and Federal, State and local laws regarding professional standards of conduct

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.