



JOB DESCRIPTION

DEVELOPMENT ASSOCIATE

Department/Division: Development	Date: 4/29/2021
Reports to: Mgr. of Annual Giving and Grants Development	FLSA: Salary/Exempt

I. JOB SUMMARY

Reporting to the Manager of Annual Giving and Grant Development, the Development Associate is responsible for managing Food Gatherers' peer-to-peer and third-party fundraising, supporting donor engagement efforts and stewardship (thanking donors and sharing impact of their gifts), data collection, database support, and assisting with special events and other fundraising activities as directed. The Development Associate will often be the first point of contact for donors who reach out to the development team and will represent Food Gatherers in accordance with the organization's established guidelines and values. Currently, this position will work from home some days and work on-site other days; the schedule will be set by employee and supervisor.

II. ESSENTIAL FUNCTIONS

- Oversee peer-to-peer fundraisers and fund drives associated food drives.
- Manage third-party gift tracking and stewardship.
- Track and support third-party fundraisers in the community.
- Manage monthly donor program logistics.
- Manage new donor welcome strategy.
- Implement development plan strategies to engage corporate volunteer groups as donors.
- Manage employer matching fund requests.
- Provide database support.
- Promote Food Gatherers with local congregations, service organizations, social groups, etc.
- Answer development phone line ("press 2") to take gifts over the phone, update monthly records, and answer questions.
- Send and answer emails related to the functions listed above.
- Provide front desk/phone daily coverage for Office Coordinator's lunch/bank/mail run and when Office Coordinator is absent or on vacation.
- Special event support as needed.

III. SUPERVISORY RESPONSIBILITIES

- No supervisory responsibilities.

IV. QUALIFICATIONS

- **Education / Training**
 - Associate or Bachelor's degree preferred. Experience may be substituted for educational

attainment.

- **Experience**

- Minimum two years experience (paid or unpaid) in a comparable role such as development assistant, database manager, bookkeeping, or office support.
- Strong verbal (in person and over the phone) and written communication skills; able to independently compose emails, business letters, and thank you notes
- Preferred, but not required, experience with data entry, donor database management, or a CRM.
- Experience with Microsoft Office (Word, Excel, Power Point) and Google Suite (Docs, Sheets, Presentations)

- **Licenses / Certifications**

- Valid driver's license.

- **Competencies (Knowledge, Skills, Abilities, Behaviors)**

- Commitment to the organization's mission
- Provides excellent customer service
- Detail oriented, focused on accuracy
- Able to manage time efficiently and prioritize assigned tasks
- Uses good judgment and discretion
- Represents Food Gatherers in a professional manner under a variety of conditions (in person, over the phone, and in written communications)
- Able to work independently and to problem solve
- Gives and receives feedback in a respectful and productive way
- Works cooperatively and effectively with other Food Gatherers staff, volunteers, and donors
- Monitors communication (email, voicemail) during assigned hours and responds within an appropriate time frame (high priority within 24 hours)
- Possesses strong ethical character

V. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- **Mental Demands / Judgment Required**

- Standard practices are applied in following established procedures and making some decisions.

- **Physical Demands**

- Ability to walk, stand, sit for extended periods of time, kneel, push, stoop, reach above the shoulder, grasp, pull, bend, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry up to 50 lbs., perceive depth, operate a motor vehicle,

use fingers and hands to manipulate objects.

- **Working Conditions**

- Works in an open office environment with frequent interruptions. Works closely with others. Will include occasional trips to local bank and post office; and other errands related to job duties.

- **Equipment (Machines, tools, devices used in performing only the essential functions)**

- MS Office Suite, Google Suite, Giveffect (CRM database system), scanner, copier, personal computer, printer, shredder, postage meter

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Food Gatherers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Food Gatherers complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.