

Job Description

Job Title: Development Associate

Reports To: VP of Strategic Initiatives and Development

Department: Development

FLSA Status: Non-Exempt

Location: Ft Lauderdale

Prepared By/Date:

Approved By/Date:

POSITION SUMMARY:

As an integral part of the fundraising team, the Development Associate will cultivate, steward, and expand the relationships between the organization and its donors at all levels by providing extraordinary service to donors and exceeding expectations in the areas of maintaining and managing donor information, donor relations, and special events. This position will be critical in special events, managing administrative and logistical aspects. This role coordinates and organizes special events' administrative and logistical elements, which are vital to successful fundraising. This role requires excellent communication and organizational skills and a keen eye for detail. The Development Associate will work closely with other team members and vendors to ensure that everything runs smoothly and that the events are well organized.

ESSENTIAL FUNCTIONS/DUTIES:

Special Events

Plan and organize events, managing administrative and logistical aspects. Build relationships with vendors and serve as liaison with vendors on all event related matters.

Social Media

Manage development updates for all Lighthouse social media platforms. This includes creating graphics necessary for postings on Facebook or Instagram.

Daily Mail

Open and distribute daily mail. (All departments)

Volunteers

Recruit and supervise volunteers who complete various projects with our staff.

Data Entry in Bloomerang/Thank You Letters/Tribute Cards/Mailings

Will maintain and ensure accuracy of Bloomerang in partnership with VP of Strategic Initiatives & Grants and Donor Relations Manager.

Enter donations into the donor database and create batch reports for the Finance department.

Enter monthly new client and lifetime learner data reports into donor perfect. Manage Beacon Newsletter mailings and other mailings or solicitations.

Responsible for creating, printing, and distributing thank you letters for donors within the parameters of the established Donor Thank You SOP. Distribute Tribute cards.

Sponsorships:

Will maintain and ensure accuracy Assist VP of Strategic Initiatives & Development by identifying corporations, organizations and businesses that can sponsor and financially support the Lighthouse.

Grant Management Responsibilities: Assist the grant manager by optimizing the grant administration process. Assist grant manager by preparing progress reports, ensuring compliance with grant regulations and managing grant databases.

Supervisory Responsibilities

Directly supervise volunteers and interns in the Development Department alongside Grants and Donor Relations Manager. Carry out supervisory responsibilities in accordance with the organization's SOP's, policies and applicable laws.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: bachelor's degree and at least 1 years' experience as a secretary or administrative assistant.

Language Ability:

Ability to spell and proofread accurately, analyze and interpret relevance of general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning and Organization Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to manage time effectively, prioritize tasks, set goals, and develop systems for achieving those goals.

Computer Skills:

To perform this job successfully, an individual should have a high level of experience in Microsoft Office Suite (Specifically Microsoft Word) and familiarity with Microsoft Access. Also needs basic knowledge of Excel, Accounting software; email/Internet software and Human Resource systems software.

Certificates and Licenses:

1. Certified Fund-Raising Executive or Association of Fundraising Professionals Fundamentals of Fundraising e-Course 2.0 or complete one of these certifications within the first 180 days of employment. Must become a CFRE within the first year of employment.
2. Florida Notary or become one during the first 180 days of employment.
- 3.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies: Must have the ability to budget and develop a project timetable. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Signature: _____

Date: _____