**DEPARTMENT:** Program Administration (Development**)**

**SUPERVISION BY: President, CHSC**

**DAYS/HOURS OF JOB:** Flexible – 40 hours/week

**GENERAL DESCRIPTION OF POSITION**

 The Development Associate is responsible for supporting the overall fundraising and donor relationship activities of the organization by assisting with event coordination, donor relations and communications, recordkeeping, and donor database management.

**ESSENTIAL RESPONSIBILITIES OF POSITION**

* Performs prospect donor research and analysis
* Manages and maintains effective donor records through the organizations confidential donor database.
* Cultivates individual donors through phone follow-ups and in-person conversations
* Maintains Chapel Haven’s on-line giving platform for general donations and specific campaigns
* Prepares written acknowledgements for incoming gifts received from individual donors
* Generates donor reports and contact lists.
* Works with Chapel Haven’s Accounting Department to maintain an accurate record and allocation of donations.
* Develops content and implements strategies across Chapel Haven’s email and social media platforms, in collaboration with the Admissions/Marketing Department, to cultivate contributions and grow engagement.
* Researches and applies for grant opportunities
* Assists with fund-raising events and mailings
* Plans and coordinates attendance, sponsorship, and sponsor recognition for Chapel Haven’s major fundraising events and manages volunteers at these events
* Provides logistical support for donor meetings
* Assists the development team with research to support strategic donor engagement
* Maintains relationships and information for employee contribution campaigns and other external online giving platforms
* Manages distribution lists for delivering e-newsletter content, in collaboration with the Admissions Department
* Other administrative tasks and internal duties as needed

**MINIMUM EDUCATION REQUIREMENTS**

* Bachelor’s degree preferred with 1 – 3 years of related fundraising or development experience
* Experience with donor management software
* Microsoft Office experience

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Excellent writing, editing and problem-solving skills
* Must be able to multitask with a positive attitude
* Superior attention to detail
* Organizational skills and the ability to meet deadlines
* Ability to function either independently or as an active team member
* Outstanding communication skills, both oral and written
* Ability to manage sensitive and confidential information with integrity

**PHYSICAL REQUIREMENTS**

* Carrying, lifting, pulling and pushing 25+ lbs., and walking up and down stairs.

**ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION**

I have received a copy of the job description and have read and understand its contents.

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Employee Name (please print) Date

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Employee Signature Date

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Supervisor’s Signature Date