



**POSITION: DEVELOPMENT ASSOCIATE**  
**CLASSIFICATION/FLSA: FULL-TIME/NON-EXEMPT**

The Development Associate will be responsible for managing all fundraising events for the agency, writing supportive proposals to companies and donors to support these fundraising events, database management, volunteer management and other fund development activities.

## **RESPONSIBILITIES**

### **DATABASE MANAGEMENT**

- 1) Manage the donor database via Salesforce and maintain meticulous donor engagement and giving records.
- 2) Enter gift information into database within 24 hours of receipt in order to maintain accurate up-to-date donor and gift information.
- 3) Generate, synthesize, and analyze data to help the Development team articulate fundraising strategy and assess progress-to-goal, providing weekly reports of gifts received and progress against benchmarks.
- 4) Manage gift acknowledgments to ensure that all donors are thanked timely and appropriately and receive a tax receipt for their gift.
- 5) Reconcile financial donations with the Finance Department on a monthly basis.
- 6) Generate donor reports, queries etc. and provide analysis of data for Executive Management and Board Members on a monthly basis.

### **EVENTS**

- 7) Assist in organizing, executing and evaluating a variety of annual Development events such as the Home Run for Kids (HRFK), House Parties, Other UBH Events, Back-to-School, Holiday Events etc.
- 8) Identify and solicit prospects for business sponsorships for events in collaboration with Board Members and Development staff.
- 9) Promote participation in annual HRFK via email outreach, visits to schools, businesses & congregations and outreach to press and community calendars. Facilitate annual HRFK registration and peer to peer fundraising.
- 10) Coordinate fundraising logistics for all events, including (but not limited to) list management, recording donations, and interfacing with donors and attendees regarding gifts
- 11) Create both printed and electronic invitations, track RSVPs and create name tags
- 12) Collaborate with Leadership or Event Committee on event "look and feel," budgets, catering, set-up and break down
- 13) Secure sponsorships in collaboration with Board Members and other development staff.
- 14) Attend all events

### **OTHER FUNDRAISING DUTIES**

- 15) Responsible for direct mail campaigns including Spring and Year End Appeals
- 16) Implement strategy for high-performing direct response programs created in coordination with other Development and Leadership staff.
- 17) Utilize file segmentation to better target offers for increased response and retention rates.

- 18) Analyze progress and results, implementing strategic solicitation strategies to meet campaign goals.
- 19) Monitor and evaluate metrics in order to assess short and long term return on investment for all direct response fundraising activities.
- 20) Edit copy on campaigns and create corresponding acknowledgments.
- 21) Oversee acknowledgement process with third party vendor and coordinate cultivation/stewardship activities with other members of development department.
- 22) Work with Communications and Individual Donor Giving staff to help define strategy, plan and implement integrated and interactive fundraising campaigns.
- 23) Monitor creative, technical, postal and regulatory trends in the fundraising and direct marketing fields, recommends institutional responses for compliance, and work with staff to develop and/or update collateral and documentation where appropriate.
- 24) Generate promotion concepts and test scenarios intended to maximize results.
- 25) Contribute to Development events and activities as required.

### **VOLUNTEER MANAGEMENT**

- 26) Recruitment and selection.
- 27) Orientation - developing an orientation kit, volunteer handbook or introductory programs.
- 28) Training and development– arranging volunteer training and education opportunities.
- 29) Management - developing and managing policies, procedures and standards for volunteers.
- 30) Other duties as assigned

### **QUALIFICATIONS**

- 1) Bachelor's Degree required
- 2) Four (4) years fundraising and event planning experience required.
- 3) Understanding of database management, gift processing and donor relations.
- 4) Good customer service ethic and high expectations for quality.
- 5) Experience in working with Board committees.
- 6) Highly motivated professional with solid success at achieving or surpassing fundraising targets.
- 7) Proficiency with MS Office, social media platforms, and databases (preferably Salesforce) required. Experience with Photoshop, MailChimp, Click and Pledge are a plus
- 8) Excellent writing and analytical skills.
- 9) Ability to manage highly sensitive financial and other personal information with confidentiality
- 10) Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- 11) Demonstrated capability to effectively communicate orally and in writing.
- 12) Ability to work well with a diverse group of staff and volunteers.
- 13) Willingness to adjust hours to accommodate the needs of the job
- 14) Ability to effectively manage a wide array of tasks, projects, and responsibilities

### **MANDATORY REQUIREMENTS**

- Employment eligibility verification
- Current California driver's license and State-required insurance and a driving record acceptable to the organization and/or its insurance carrier
- Reliable transportation
- Successful completion of background screening

### **TO APPLY**

To be considered for a position, email resume to [hr@upwardboundhouse.org](mailto:hr@upwardboundhouse.org). Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.