



Development Associate

Full time, non-exempt

Effective August 2019

JOB DESCRIPTION

The Development Associate is responsible for supporting the Development and Marketing Director in development activities to generate revenue for the operation and growth of the organization. The level of responsibility for various tasks is noted below. The Development Associate reports to the Development and Marketing Director. Duties include, but are not limited to, the following:

- Process donations and generate acknowledgement letters in a timely fashion.
- Manage the donor database, including performing data entry, generating renewals, updating records, and performing monthly reconciliations with the accounting department.
- Guide volunteer committees in organizing our three annual fundraising events (open house, yard sale, and benefit).
- Assist in developing three annual fundraising appeals and coordinating logistics (printing, mailing, etc.) with the Marketing Associate and Development & Marketing Director.
- Research and draft grant proposals.
- Research and identify potential new donors/funding sources.
- Assist with our annual donor reception.
- Cultivate volunteers to assist with development activities.
- Participate in receptions for special visitors as appropriate.

Requirements

- Possess 1–3 years of fundraising experience
- Bachelor's degree
- Strong planning and organizational skills
- Excellent computer skills and familiarity with donor management software

All Tri-State employees are expected to:

- Attend departmental meetings and other meetings as scheduled.
- Help maintain the orderliness and cleanliness of the facilities.
- Participate in Tri-State events as needed.
- Participate in board committees as appropriate.
- Possess excellent interpersonal skills with the ability to interact with staff, volunteers, students, board members, industry personnel, government officials, and the general public.
- Be able to work independently but also as part of a team.



- Represent Tri-State professionally to the rehabilitation community, government agencies, and external partners.
- Exhibit a positive attitude and commitment to Tri-State’s mission.
- Adhere to all work rules, procedures, and policies established by Tri-State. This includes, but is not limited to, those contained in the employee manual.
- Appreciate the value that volunteers bring to the organization and help ensure a positive experience for them at Tri-State.

Acknowledgements:

- The information above is not intended to be an all-inclusive list of the duties and responsibilities of the position, nor is it intended to be an all-inclusive list of the skills and abilities required for the position. My supervisor may, at his or her discretion, assign or re-assign duties and responsibilities to this position at any time.
- The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

I have read and understood the information provided in this job description.

Print name

Signed

Date

Management

Date