



Position Title: Development Associate

Reports to: Director of Development

FLSA Status: Nonexempt, Hourly

Job Type: Full-Time

Compensation: \$18.05/hr. - \$19.70/hr. commensurate with experience

Work Week: 32.5 hrs.

Job Summary

Reporting to the Director of Development, the Development Associate will implement and evaluate annual development plans, designed to secure philanthropic support to achieve the Erie City Mission's organizational and financial goals. The Development Associate supports the fundraising efforts of the Director of Development through cultivation, solicitation, grant writing, event planning, and stewardship.

This role will also provide support with marketing and other administrative duties as it relates to the Development Department.

Responsibilities

Essential Functions:

Fund Development

- Process and oversee gifts and pledges according to current policies and procedures (including batch reconciliation, record keeping, year-end reporting and monthly financial reconciliation).
- Reconcile batches using Donor Perfect Online (DPO) and prepare batches for daily deposits.
- Produce gift, pledge, memorial, and tribute acknowledgments in a timely manner.
- Prepare monthly and quarterly donor pledge reminders.
- Maintain accurate financial and constituent records.
- Act as a resource for questions regarding contributions.
- Communicate financial discrepancies to the Director of Development.
- Maintain and update constituent records in DPO by way of obituaries, NCOA, and return service requests.
- Create and generate various giving reports and lists as needed.
- Protect and maintain the privacy of donor records, including the management, organization, and security of donor files.
- Work with the Director of Development to implement and execute annual fundraising plans, including but not limited to—annual fund campaign, major donor campaign, legacy giving, and end of year giving.

- Collaborate on grant researching, writing, and reporting as needed.
- Perform marketing related duties that support, enhance, and foster awareness of the Erie City Mission's programs/services and increase funding.

Event Management

- Create, plan, and execute special in-person and virtual events that fulfill the mission of the Erie City Mission.
- Serve as committee support on events within program departments.
- Serve as the lead event planner for the Mission's major fundraisers—Annual Banquet (Oct), Knockout Homelessness (Feb), Third-Party Fundraisers.

Duties include, but are not limited to:

- Conceptualize event themes alongside Director of Development and Senior Leadership Team
- Oversee venue contracts and site visits
- Identify and manage event needs
- Oversee printing and mailing of event invitations and event materials
- Determine A/V equipment needs and work with vendors to ensure quality programming and presentation
- Work with caterers to develop menus
- Secure and work with volunteers to ensure a successful, streamlined event
- Manage guest list using Donor Perfect
- Manage and direct on-site and virtual event logistics, including set up and tear-down
- Manage event program
- Prepare, manage, and monitor event budgets, reconciling with accounting
- Prepare pre- and post-event analysis, assess opportunities, and make recommendations for improving fundraising events

Non-Essential Functions:

Marginal duties as assigned, including various administrative tasks, content gathering, and other roles as they develop.

Education & Experience

Associate's or bachelor's degree in a related field preferred, or have had the equivalent professional training and successful experience needed to perform the defined job functions.

Skills & Abilities

- Knowledge of the Donor Perfect Online CMS database or similar program preferred.
- Strong computer skills, including proficiency with Microsoft Office; Word, Excel, PowerPoint.
- Detail oriented; demonstrating accuracy working with data entry and analysis.
- Excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal and written communication skills.

- Capable of exercising sound judgment and comfortable in asking questions when necessary in order to maintain the integrity of the department.
- Ability to prioritize work and multitask while adhering to deadlines.
- Ability to work with confidential data.
- Comfortable with handling money.
- Ability to take responsibility, to work well as a team member, and to work independently without supervision within the scope of normal duties and responsibilities.
- Adaptable and flexible to situations and priorities.
- Able to sit and work on a computer for long periods of time.

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 primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Other

Works primarily out of the main campus in administrative offices, but non-essential functions require travel off-campus (events, meetings, etc.). May be required to adjust schedule during holidays and event season, and work some evenings and weekends.

Benefits

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days (9)
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch