

JOB DESCRIPTION – DEVELOPMENT ASSOCIATE

Primary Responsibility Areas:

- Support the vision and direction of the Executive Director through the Development Director's supervision.
- Provide direct development and fundraising support activities to sustain and enhance the organization's mission.
- Participate in developing and implementing the annual fundraising campaign(s). Assist in the cultivation of prospects and donors primarily through research, editing, writing, making contacts, preparing presentations, and attending fundraising events. Also, identify materials and other content for inclusion in promotional pieces. Analyze the results of solicitations and maintain Development Department's photo archives.
- Assist with email marketing, website content and social media content.
- Manage the development and volunteer components of Salesforce. Responsible for following organizational data input policies, data integrity, and data security and confidentiality. Also, create and maintain required Salesforce and reports.
- Work in cooperation with the Accounting Department to ensure the timely input of donations and grant awards into Salesforce.
- Responsible for making and sending timely donor acknowledgments and thank you letters that are in compliance with organizational policies and with IRS donor substantiation and disclosure requirements. Organizational policy requires donors to receive an acknowledgment or thank you letter within 10 business days of their donation date.
- Provide grant support to the Executive Director and Program Directors as requested. Support includes, but is not limited to, researching, identifying grant opportunities, preparing proposals in concert with the Executive Director, Program Directors and Accounting Department, managing grant data, reporting against outcomes, identifying successful outcomes and testimonies for incorporation into fundraising efforts, etc. Also, make recommendations to improve the grant submission and management processes.
- Promote and coordinate the utilization of interns and volunteers throughout the organization.
- Maintain personal data and job skills on all interns and volunteers in Salesforce. Maintain description of volunteer work performed and provide a separation of skilled and unskilled volunteer labor hours in the database. Also, provide interns and volunteers with letters of appreciation.
- Manage HHI Health and Wellness program.
- Complete work assignments in accordance with defined objectives, priorities and deadlines.
- Keep office and storage areas well organized.
- Keep the Development Director aware of all ongoing activities, opportunities, challenges,

- personnel issues, and the department's performance against established goals.
- Observe safe work practices when lifting or using equipment.
- Ability to drive to
- Perform other tasks and projects as assigned by the Development Director.
- Implement your own professional development plan.

Experience/Education:

- Briefly describe the specific experience and education necessary to perform the functions of this position.
- Minimum of three years' experience in non-profit organizational fundraising, commercial marketing or business administration preferred.
- Position requires a minimum of a bachelor's degree in either marketing, business, communications
- or other related fields.

Technical/Professional Knowledge & Skills:

- Briefly describe the specific technical/professional knowledge and skills necessary to perform the functions of this position.
- Research, fundraising, email marketing, and administrative skills.
- Clear and effective communication skills, both oral and written. Public speaking skills.
- Ability to interact constructively and cooperatively in a team environment.
- Ability to develop and nurture donor and volunteer relationships.
- Ability to drive a vehicle to appointments and maintain a valid State driver's license.
- Proficient with Microsoft Office software programs and in utilizing donor management software.
- Good time management, interpersonal, problem solving, and organizational skills.

Hosanna House is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.