

POSITION/TITLE	Development Associate	FLSA STATUS CLASS	Exempt
GROUP	Development	DEPARTMENT	Administration
REPORTS TO		FT/PT STATUS	FTE
SALARY RANGE	\$35,000 to \$70,000	GRADE	5
PRIMARY LOCATION	Greater Pittsburgh Area	DIRECT REPORTS	1

*Sarah Heinz House's mission is to empower all kids to **Laugh, Learn, and Lead.***

DISCLAIMER: The information presented indicates the general nature and level and work expected of employees in this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all job duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB DESCRIPTION

POSITION SUMMARY/OBJECTIVE

Performs a variety of skilled administrative and clerical duties directly related to development activities. These include maintaining donor databases, developing/sending mass mailings, coordinating placement of advertisements, assisting, and participating in special events, arranging for pick-up of donated items, acknowledging gifts and donations, developing effective working relationships with donors, volunteers, government, and foundation representatives and other to nurture their connection the organization. The Development Associate provides writing support for foundation and corporate grant requests and acknowledgment of donor gifts; provides coordination to the board of directors and staff in the planning and implementation of special events; and coordinates with staff and board in seeking grant funds.

Direct Reports: A part-time Volunteer Coordinator. Also coordinates the following relationships: Social Media Consultant, Grant Writer, and Event Planner.

ESSENTIAL FUNCTIONS

Strategic Planning

Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other club fundraising efforts.

Resource Development

Contribute to attaining financial support:

Write grant proposals for foundation support.

Work with management to solicit corporations and civic groups for donations and other support; and plan and implement special fundraising events.

Communications

Manage in collaboration with social media consultants on all social platforms.

Manage approval process for all branding requests, i.e., flyers,

Manage Constant Contact and other communication.

Resource Management

Manage administrative and operational systems to:

track fundraising income, compile income status reports and variance reports; and

recognize contributions with acknowledgment letters and special recognition events.

Ensure a productive working environment, providing staff support to management on fundraising issues.

Represents staff at various committee meetings, assists in mailings, writes follow-up letters, and enters necessary data regarding organization investors/donors.

PERFORMS OTHER RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED OR AS ASSIGNED.

CORE COMPETENCIES

STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS

EFFECTIVE TIME MANAGEMENT

DISPLAYS INTERPERSONAL EFFECTIVENESS
RESULTS AND OUTCOMES FOCUSED

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- **BS, or BA from an accredited college or university in Business, Marketing, Public Relations, or related field or 5 years of equivalent experience, preferred.**
- Act 33/34 and FBI clearances required. National Criminal Background Check; National Sex Offender Registry; Pennsylvania Criminal Background Check and PATCH
- CPR/AED (OTJ provided)
- First Aid (American Red Cross) (OTJ provided)

PREFERRED SKILLS

- Proficient with technology on a variety of platforms e.g., Microsoft Office Applications, social media (LinkedIn, Twitter, etc.), Zoom, Collaboration Tools (Confluence, Boxed, etc.) and HRM
- CRM or Donor Databases management, i.e., Donor Pro, Give Smart, or Salesforce.
- Experience motivating and supporting others.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	