### Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Development Associate</th>
<th>Department</th>
<th>Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status</td>
<td>Non-exempt</td>
<td>Reports to</td>
<td>Director of Strategic Partnerships</td>
</tr>
<tr>
<td>Classification</td>
<td>Part-time (20-25 hours)</td>
<td>Revision Date</td>
<td>1/3/2019</td>
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</tbody>
</table>

**Job Summary:** The Development Associate provides comprehensive support to the DAIS Development Team. Responsibilities include: receiving and processing donations, including gift entry and acknowledgement; serving as the donor database administrator, foundation grant reporting and management; and providing administrative assistance for the entire development office. Some evenings and weekends required.

**Supervises:** None

**Qualifications:**
- High school diploma or equivalent required, bachelor’s degree preferred
- A minimum of two years of administration and database experience required
- A minimum of one year of development experience in a nonprofit setting preferred
- Knowledge of database management (e-tapestry or Raiser’s Edge is a plus) preferred
- Grant writing and reporting experience preferred
- Bilingual preferred.

**Competencies:**
- **Respectfulness & Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- **Team Focused and Collaborative:** Promotes cooperation and commitment within a team to achieve goals and objectives.
- **Self-Accountability & Work Standards:** Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.
- **Collaboration:** Develops, maintains, and strengthens partnerships with others inside and outside the organization who may be able to provide information, assistance and support.
- **Fiscal Accountability:** Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
- **Adaptability & Flexibility:** Adapts to changing business needs, conditions and work responsibilities
- **Confidentiality, Integrity, Ethics & Trust:** Maintains confidentiality and earns others’ trust and respect through consistent honesty and professionalism in all interactions.
- **Time Management:** Organizes work, sets priorities, and determines resource requirements to effectively manage time and achieve goals.
- **Attention to Detail:** Diligently attends to details and pursues quality in accomplishing tasks.

**Duties and Responsibilities:**

**Database administration**
- Maintains internal database; develops and implements a stakeholder, donor, and community contact information collection process.
- Consistently and accurately records all outreach activities.
- Assists in thanking donors, ensuring that donors receive a call and/or letter within 1 week of receipt of donation.
- Uses project management software to develop and track timelines/benchmarks to ensure that outreach activities are on schedule and deadlines are met.
- Regularly tracks donor information and updates information in the donor databases
- Conducts donor research and compiles donor reports for members of the Development Team and Executive Director
- Compiles donor packets and updates donor materials as needed, utilizing volunteer or front desk volunteer assistance as needed.
- Prepares mailing lists for appeals and event mailings and serves as the liaison between the development office and the printers/mail house under development.

**Grant Management:**
- Maintains a grants calendar to track proposals and communicate deadlines with staff to ensure the timely submission of all foundation grant reports.
- Works with program leads to ensure key targets and deliverables are tracked and evaluated.
- Writes foundation grant proposals as needed in a professional and consistent manner
- Assists with data entry and coding in foundations grants database
- Conducts research to identify available foundation grant opportunities and evaluate the results with development staff.
• Collaborates with Grants and Stewardship Coordinator to ensure that foundation grant applications are not duplicative of United Way and government grant applications.

Additional Duties
• Provides assistance to the Development department as needed.
• Provides special event fundraising support as needed.

General Responsibilities
• Maintains agency forms as required.
• Adheres to agency policies and work rules, including strict adherence to DAIS confidentiality policies and code of ethics.
• Meets regularly with the Director of Strategic Partnerships for supervision and consultation.
• Participates in agency staff meetings and other team meetings as required by supervisor.
• Attends training and continuing education activities as assigned.
• Provides cross-departmental and/or cross-functional support and services as needed or requested to ensure organizational needs are met; participates in related cross-training to ensure consistency and continuity of services and tasks.
• Promotes an atmosphere of extraordinary customer service.
• Performs other duties as assigned.

Work Environment and Physical Demands:
• Work is primarily performed in an office setting and routinely requires the ability to use standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.
• Work is occasionally performed out of the office and within the community, and includes driving to and from presentations, meetings and events.
• Work requires the ability to concentrate and remain focused in a vibrant and collaborative shared work environment.
• Occasionally requires the ability to sit or stand for extended periods of time, and to move about and position self efficiently.
• Requires the ability to adjust vision and focus to review documents and spreadsheets.
• Occasionally requires the ability to move or transport donations, supplies or equipment weighing up to 20 pounds unassisted.

Other Requirements:
• Completion of DAIS New Advocate Core training program.
• Satisfactory Criminal Background Check.
• Must possess a valid driver’s license and proof of vehicle insurance and have access to a vehicle during work hours.
• Must obtain or maintain account with a financial institution for direct deposit of paychecks.

Acknowledgement:
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee’s signature below constitutes the employee’s understandings of the requirements, functions, and duties of the position.

Employee Name (please print): _________________________________________
Employee Signature: _________________________________________________ Date: ____________________________