



Working Together Toward Lasting Solutions to Homelessness

Job Description

Position: Development Associate	Department: Development
Reports to: Development Manager	
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours per week: 40 <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

52.712

ORGANIZATIONAL DESCRIPTION

Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community.

Associated Ministries is an interfaith, antiracist organization with many community partners. It is a priority of AM to lead with a racial equity lens in all of our work.

Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person.

JOB SUMMARY

The Development Associate will help us raise funds and other support for our organization, working in close collaboration with the Development Manager and Coordinator. Daily tasks range widely from in-person meetings, events, writing/editing articles and grant applications, to other key aspects of the development process. The ideal applicant has a bachelor's degree in business or nonprofit management, but we are willing to train for the position with the right skills. Communication skills are crucial to success in this role.

RESPONSIBILITIES

- ❖ **Fund Development.**
 - ✓ Plan, write and/or edit appeal letters (print and email), including assisting with generating and collecting client stories (3-4 annually).
 - ✓ Identify, initiate, and assist in cultivating sponsorships from community and business partners to support AM events and programs.
 - ✓ Assist with process of grant writing and NOFA (government contract) applications by collecting needed information from AM's Project Managers and Finance team.
 - ✓ Contribute to the successful production of all fundraising and friend-raising events, both in-person and online.
 - ✓ Encourage and support the Board of Directors, staff, and volunteers to tell the stories of AM's work in compelling ways, including the development and distribution of print, electronic, and multimedia collateral materials.
- ❖ **Development Strategy**

- ✓ Together with the Development Coordinator, support the maintenance of donor and prospect records, gift management systems, and informational reports in AM's Donor Perfect Online (DPO) database. Timely and consistently document donor contact and activity information in DPO.
 - ✓ Together with the Development Coordinator, manage a calendar and work plans to assure that development functions are timely, accurate, and comprehensive.
- ❖ **Communications**
- ✓ Assist in preparing newsletter articles and blog posts about AM to spotlight funders and donors.
 - ✓ Work with the Communications Coordinator to integrate fundraising and communications strategies to maximize quantity and quality of materials and outcomes.
 - ✓ Together with the Communications Coordinator, manage the proper use of logos, brand, naming, and recognition opportunities.

WORK EXPERIENCE REQUIREMENTS

- ✓ Minimum of one year progressive experience in fundraising and development in a not-for-profit organization
- ✓ Track-record of raising funds from a variety of sources
- ✓ Proven ability to connect with and align people, organizations, and community partners towards common purposes
- ✓ Innovative, entrepreneurial spirit
- ✓ Working knowledge of and experience using electronic media, including social media
- ✓ Passion and spirit for the types of programs and services AM provides
- ✓ Openness and willingness to grow in equity, diversity and cultural sensitivity
- ✓ Heart, humor and passion for working with others; personable, and able to work well with colleagues
- ✓ Excellent written and verbal communication skills, including public speaking experience
- ✓ Professional in attitude and presentation
- ✓ Highly organized and able to manage multiple projects people and initiatives at the same time

EDUCATIONAL REQUIREMENTS

- ✓ Bachelor's degree in fundraising, marketing, public administration, business, or a related field, or equivalent successful workplace experience.

COMPENSATION

Salary Range: \$52,712.80 - \$61,683

Benefits: Health insurance, Simple IRA plan after one year, and generous time-off and benefit package as detailed by Personnel Policies.

APPLICATION PROCESS

This position will remain open until filled. The first review of applications will be October 1, 2022. Your application must include a cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to ShaeF@associatedministries.org. No phone inquiries, please.