

Job Description

Position: Development Associate	Department: Development
Reports to: Executive Director	
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

ORGANIZATIONAL DESCRIPTION

Associated Ministries plays a pivotal role in driving transformation in Pierce County. Our unwavering commitment lies in functioning as a sustainable organization, fostering impactful partnerships, nurturing authentic interfaith relationships, and advocating for equitable moral leadership. Our ultimate aim is to contribute to the creation of a flourishing community. We are dedicated to galvanizing and motivating individuals of diverse faiths, along with those of goodwill, to unite in the battle against homelessness and poverty. These collaborations not only allow us to be compassionate advocates for our neighbors in need but also empower us to be prophetic voices demanding systemic change.

Our mission's focus is on homelessness and poverty. Given the disproportionate impact of homelessness on people of color, we place a premium on promoting racial equity. We approach all our programs through a lens of racial equity.

Associated Ministries prides itself as an Equal Opportunity Employer. Our selection process ensures that all eligible candidates are considered for employment without regard to race, color, religion, creed, national origin, gender, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability. Furthermore, we fully support the use of trained guide dogs or service animals by individuals with disabilities.

JOB SUMMARY

The Development Associate is a key contributor to our Development efforts, working in close collaboration with the AM Executive Director and other Development staff members to achieve AM's short and long-term development goals. The primary output of the Development Team is to generate sustainable sources of funding and other support to consistently carry out AM's mission. Daily tasks range widely from attending in-person meetings, planning key aspects of fundraising events, writing/editing articles and grant applications, and supporting other key aspects of the development process. The ideal applicant has a Bachelor's degree in Business or Nonprofit Management with several years of development experience. We are willing to train a candidate who brings the right combination of interpersonal and communication skills.

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 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, social media content, and blog posts about AM to spotlight AM events, 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 two years progressive experience in fundraising and development in a not-for-profit organization
- ✓ Track-record of raising support from a variety of sources
- ✓ Proven ability to connect with and align people, organizations, and community partners toward common purposes
- ✓ Innovative, entrepreneurial approach to fundraising and development.
- ✓ Working knowledge of and experience using electronic media, including social media.
- ✓ Demonstrated passion and commitment to the types of programs and services AM provides
- ✓ Interpersonal behaviors that contribute to a workplace that values equity, diversity and cultural sensitivity.
- ✓ Excellent written and verbal communication skills, including public speaking experience
- ✓ Organizational and project management skills that demonstrate ability to effectively execute multiple projects, and coordinate competing initiatives at the same time.
- ✓ Demonstrated history of maintaining positive collaborative relationships with coworkers and supervisors.

EDUCATIONAL REQUIREMENTS

- ✓ Bachelor's degree in fundraising, marketing, public administration, business, or a related field is preferred. High School Diploma or General Education Degree required. Two or more years of directly-related fundraising and development experience in a nonprofit environment may be considered as an educational substitute for candidates who do not hold a Bachelor's Degree.

COMPENSATION

<p>Salary Range: \$4,700-\$5,600 / month depending upon qualifications</p> <p>Benefits: Health insurance, Simple IRA plan after one year, and generous time-off and benefit package as detailed by Personnel Policies.</p>
<p>APPLICATION PROCESS</p>
<p>This position will remain open until filled. The first review of applications will be January 22, 2024. Your application must include a cover letter and resume addressing position requirements. Send to: Associated Ministries (attn.: HR), 901 South 13th Street, Tacoma WA 98405, or e-mail all to MarissaH@associatedministries.org. No phone inquiries, please.</p>