

Arlington Street People's Assistance Network, Inc. (A-SPAN)
Job Description
Development Associate

Reporting directly to the Director of Branding & Communications, the Development Associate provides support to the A-SPAN Development team by delivering core services that support the cultivation and stewardship of existing and potential donors. The Development Associate plays a vital role in planning, coordination and delivery of development activities and fundraising campaigns. The Development Associate must be creative and enjoy working within a growing nonprofit that is mission-driven, results-focused and community oriented. The ideal individual will be a self-starter who will have the ability to exercise good judgment in a variety of situations, have strong written and verbal communication skills, exhibit critical thinking, thrive on accuracy and thoughtful analysis, demonstrate a high-level of organization, and maintain a realistic balance among multiple priorities and simultaneous projects. The Development Associate must be flexible, able to work independently, have excellent time management skills and exercise discretion about confidential matters.

Development Administration:

- Manage web/telephone, email and USPS based inquiries to provide support to Development team such as handling small project inquiries to successful conclusion.
- Be liaison between A-SPAN and donors to ensure interest in the organization.
- Respond to inquiries made by donors in a timely and friendly manner.
- Research & deliver intelligence to provide input for new development opportunities/leads which includes individual/major donors, corporate giving, and foundations/grants through programs such as WealthEngine and Foundation directory Online and internet research. Oversee and manage DonorPerfect database, ensuring accurate and thoughtful analysis of donor records and intel, and creates dashboards for development team and CEO to track progress.
- Prepares accurate weekly and monthly donation reports
- Oversees and manages the donor acknowledgment process through the creation of year-end tax letters, and timely acknowledgement letters for all donations, both monetary and in-kind.
- Develop a network of operational contacts that will support the work of the Development team.
- Manage relationships and contact tracking (moves management) on the database and provide Sr. Director of Development with guidance on next actions.
- Perform general business development activity, for example preparing for and supporting donor solicitations, walkathon campaigns and 3rd party events.
- Manage registration for all events.
- In tandem with the Administrative Coordinator, recruit, cultivate and steward volunteers.
- Support the Senior Director of Development in all fundraising efforts and complete all donor reports.
- Other duties as assigned.

Development Communication:

- Demonstrates base knowledge of fundraising and communication fundamentals, ethics, and trends in fundraising.
- Assist the development team by writing content, editing, and managing in-house and mail-house solicitations, including quarterly communications; calendar year end ask; back to school solicitation; and online giving opportunities, to existing and new donors.
- Be an ambassador of A-SPAN's mission and vision, impact, and client experience in a compelling story-based style, both in development activities written, oral and online.
- Present the organization positively in the community.

Other:

- A self-starter, data and deadline driven, and ability to multi-task with solid organizational and time-management skills.
- Strong attention to detail and accuracy.
- Solid project management skills.
- Excellent analytical skills
- Strong writing, critical thinking, technology and listening skills.
- Coachable, as well as enthusiastic and curious about learning the field of development
- Ability to work independently and as part of a team, juggling multiple competing priorities, deadlines, and tasks.
- Ability to remain highly organized and self-disciplined.

Qualifications:

Extraordinarily strong verbal, written and organizational skills. Must have strong interpersonal skills and a strong sense of teamwork. Advanced PC skills in Microsoft Office, including Word, PowerPoint, and Excel. Candidates with experience with a donor database will receive special attention.

To Apply:

All applications must include a cover letter and resume. Send materials to careers@a-span.org.

Absolutely no phone calls please.