

Development Associate: Position Detail

Title: **one·n·ten** Development Associate

Position Type: Full Time (40 hours per week, non-exempt)

Reports to: Development Director

Application Submission Deadline: Thursday, April 20th at 5:00 PM

Start Date: Monday, May 1st.

Position Summary:

The Development Associate's major areas of responsibility include donor stewardship, database management, 3rd party auxiliary fundraisers and leading our sustaining donors group. The Development Associate also serves as the organization's grant coordinator. At **one·n·ten** development activities are accomplished through a team approach. The Development Associate is an integral member of the **one·n·ten** Development and Administrative Team.

Duties and Responsibilities:

- Maintain Development Database and software
 - Process and records all gifts and payments
 - Oversee all functions of donor database management and ensure that all system information is accurate
 - Compile and prepare confidential financial reports regarding potential partners, donors and prospects
 - Share key data on a regular basis with the Director of Development and other key stakeholders identified.
 - Process gift batching and reports for accounting
- In conjunction with the Office Manager and Director of Finance and Operations, ensure information is entered timely and accurately.
- Responsible for sending timely and accurate gift acknowledgements.
- Oversee recordkeeping/files/correspondence in the Development Drive.
- Run queries, reports and generate mailing and contact lists.
- Assist with design and content of **one·n·ten** newsletter and outbound communication.

- provide logistical support for Hero's Circle, Fall Feast and Adopt a Diva.
- Grant research, coordination and submittal
 - Research and identify grant opportunities specific to **one·n·ten's** mission and vision.
 - Assist Program Director affected by proposed grants to develop goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding with program specific content.
 - Manage annual grant submittal timeline, content database, submittals and disbursements.
 - Write grant application copy, according to format required, and submits application to funding agency or foundation.
 - Coordinate evaluation and monitoring of grant-funded programs.
- Provide support as needed to the Administrative management team.
- Provide support as needed to **one·n·ten** events; including *Fresh Brunch*, *Dancing for one·n·ten*, Hero's Circle and Holiday events.

Knowledge, Ability, Experience Requirements:

- Qualified candidates must be able to interact professionally and easily with donors, volunteers, staff, the public and the **one·n·ten** Board of Directors.
- Excellent attention to details.
- Ability to multi-task and prioritize duties, take initiative and problem solve.
- Excellent written and oral communication skills.
- Must possess high standards for handling sensitive and confidential information.
- Demonstrate ability to collaborate effectively and professionally with volunteers, staff and the public.
- Proficiency in Microsoft Office and internet research with strong writing skills.
- Knowledge of the LGBTQ community and **one·n·ten** programs is preferred.

INSTRUCTIONS – HOW TO APPLY

- A complete application contains the following items:
 - A cover letter, not to exceed one page

- A comprehensive resume
- Contact information for three current professional references.
- Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format: LastnameDAAApplication.pdf or LastnameDAAApplication.doc or LastnameDAAApplication.docx
- Applicants who are unable to meet file format requirements should contact the **one·n·ten** office at least three days in advance of the deadline at travis@onenten.org
- Complete applications should be attached to an email message with “DA Submission” in the subject line, and sent to: travis@onenten.org
- Applications will not be accepted through any other means. Applicants can expect to receive a confirmation within 2 business days indicating that an application has been successfully received.
- Application Submission Deadline: Thursday, April 20th 2017 at 5:00 pm