

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Development Associate**

**Education Requirement: Bachelor's Degree preferred**

**Experience Requirement: Entry Level, 1-3 years relevant work experience preferred**

**Reports to: Director of Development**

**Position is: 38 hours per week, hourly (non-exempt)**

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## **Job Summary:**

Provide administrative support to the development staff in order to advance and achieve the fund-raising goals and objectives of Families Forward. Work with development team to maximize Raiser's Edge database for cultivating and developing donations.

## **Essential Job Duties**

- Manage donor database (Raiser's Edge) including the accurate entry of all donations and generation of donor thank you letters and other fund development related correspondence.
- Regularly facilitate donor and potential donor record updates and reports for use by fund development staff.
- Assist in the detailed implementation of and support events such as the annual Gala, donor appreciation events, and other special events as they arise.
- Work with development team and staff to update, maintain and create the following communications elements: stewardship, website updates, social media postings and Constant Contact e-mails.
- Support the production of agency collateral materials.
- Assist fund development staff with donor and potential donor management activities, including the maintenance of potential donor lists, facilitating potential donor research requests and ensuring that all cultivation and research, activities and tasks are tracked in the donor database.

## **Additional Responsibilities**

- Attend staff, development and other meetings as requested.
- Provide administrative support and perform general office duties and other tasks as necessary.

## **Job Qualifications**

- Raiser's Edge experience required
- Strong verbal and written communication skills
- Strong attention to detail
- Ability to work independently and handle confidential information appropriately
- Proficiency with Microsoft Office
- Experience with HTML and Adobe Creative Suite preferred
- Occasional evening and weekend work required
- Valid California Driver License and Proof of Insurance

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

**Please send your resume to Elizabeth Childs, Director of HR, [echilds@families-forward.org](mailto:echilds@families-forward.org) No phone calls please.**