

**Job Title:** Development Associate  
**Reports to:** Development Manager  
**Position is:** Non-exempt, 38 hours per week

**Job Summary:**

Provide administrative support to the development staff in order to advance and achieve the fundraising goals and objectives of Families Forward. This position is primarily responsible for accurate and timely data entry, and gift entry and acknowledgements in Blackbaud's Raiser's Edge. Works with fund development staff to maximize the database for cultivating and developing donations.

**Essential Job Duties:**

- Enter all gifts and update donor and prospect data in the Raiser's Edge system. Manage and maintain database accuracy and integrity.
- Organize, file and maintain donor and gift documentation.
- Administer donor communications including all appropriate acknowledgement and thank you correspondence.
- Assist the fund development staff with donor and prospect management activities, ensuring all activities and tasks are tracked in the database.
- Prepare regular and periodic database reports and lists to support fund development activities.
- Assist with donation accounting and monthly reconciliation.
- Recommend improvements in donor management practices and procedures.
- Research potential donors through various web-based tools.
- Work with the fund development team to plan and implement donor cultivation, fundraising, and recognition events, including event logistics and attendee follow up.

**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:**

- Experience with donor or customer database systems, including data entry and reporting required. Experience using Blackbaud's Raiser's Edge and NXT is highly desired.
- Strong attention to detail.
- Strong verbal and written communication skills.
- Ability to work independently and handle confidential information appropriately.
- Ability to use independent judgment in planning, prioritizing, and organizing tasks.
- Excellent time management skills with the ability to balance multiple priorities and be responsive to changing business demands.
- Proficiency with Microsoft Office.
- Bachelor's degree preferred.
- Occasional evening and weekend work required.
- Valid CA Driver License and Proof of Insurance.