



Job Description

Job Title: Development Associate
FLSA Classification: Exempt
 Non- Exempt
Department: Development
Compensation: \$25.51-\$29.91 per hour
Reports to: Development Director

Summary

The Development Associate provides support to the Development Director and works closely with donors, volunteers, community members, and partners. This position is part of a three-person team responsible for the full range of fund development activities for the organization. Including, but not limited to, event planning, gift and data management, donor stewardship, and any capital campaign efforts.

Essential Duties and Responsibilities

- Meet with event stakeholders to gain an understanding of the event's purpose and goals
- Outline the scope of the event, including time, date, location, and budget
- Scout, inspect, and book event venues and guest speakers
- Work closely with Development Director in coordinating and managing volunteers' activities
- Work with vendors to get bids and determine best fits for the budget and goals of the event
- Negotiate and manage vendor contracts
- Maintain Donor Perfect database ensuring data integrity and accuracy in all records, produces reports as requested
- Coordinate event logistics and services, including technology and equipment needed to run the event, food, drinks, transportation, lodging, etc.
- Act as a liaison with grantors, grantee partners, nonprofit allies, key stakeholders, community partners, and board committee
- Manage the budget and ensure event stays within guidelines; ensure vendors are paid
- Work closely with Marketing Manager to ensure that all communication material and messages are complete and available
- Hire, train and oversee volunteer personnel for the event
- Assist Development Director in monthly financial reconciliations
- In collaboration with Development Director and development team, secure auction items for fundraising events and manage auction organization in database/auction software
- Provide administrative support for ticket sales, donation processing, and other event-related revenue sources
- Generate acknowledgement letters for approval by Development Director on weekly basis
- Play a key role during events to support smooth and successful events



Other Responsibilities

- Attend and participate in meetings and activities, including promotional/educational events
- Assist with other fundraising projects, events, and cultivation events as requested
- Complete other tasks and duties as assigned in support of the Health Trust mission

Supervisory Responsibilities

None

Knowledge, Skills and Experience

- Bachelor's degree in hospitality management, public relations or relevant field is preferred or High school diploma or GED with equivalent relevant professional experience
- A minimum of two years of experience with event production, fundraising, donor, or customer relations
- Critical thinker and problem-solving skills
- Proficiency in Microsoft Office (Teams, Outlook, Excel, Word, and PowerPoint)
- Experience using Donor Perfect, Bloomerang (formerly Qgiv), or other CRM databases
- Excellent attention to detail, time management, and organizational skills
- Bilingual (English and Spanish) preferred
- Personal qualities of persuasiveness, persistence and follow-through are required
- Ability to work independently and as part of a team
- Naturally friendly, punctual, professional self- starter who enjoys being part of a team that thrives on helping others to achieve good health and quality of life.

Physical Demands and Use of Machines, Tools and Equipment

- Seldom (1–5%): reach above shoulders
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel, use copier, and filing cabinet drawers & locks
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and use telephone
- Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 20 lbs); use writing instruments, computer



Work Environment

- Approximately 80% of the time performing job duties is spent indoors, within a standard office or clinic environment
- Approximately 30%-50% of the time is spent on the computer
- Approximately 50%-70 of the time is spent interacting with colleagues and community members
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees

Travel Requirements

This job requires occasional local travel throughout Pajaro Valley (10%)



Acknowledgement

This job description is designed to outline the essential job functions and qualifications of this position. It is in no way a contract of employment between the Community Health Trust and the employee. The information contained in this document may or may not be used in performance reviews, salary reviews, or promotion considerations. Job duties, responsibilities, and/or qualifications of this job may change throughout the course of employment as directed by the management of the Community Health Trust.

Employee Signature _____
Date

Employee Name - print

Manager Signature _____
Date

Manager Name - print