

Waterfront Rescue Mission

Job Description

Job Title: Development Associate

Department: Public Relations & Development

Reports To: Sr. Vice President of Public Relations & Development

Position Type: Full - Time [] Part - Time [x]

Summary:

Under direct supervision of the Sr. Vice President of Public Relations & Development, this position is responsible for being the liaison with the grant writer, coordinating direct response efforts, guiding grant and Major Donor relationships, overseeing certain vendor relationships, maintaining necessary fundraising registrations, and providing support to the Public Relations & Development Team.

Duties:

- Provide information to grant writer for all WRM regions.
- Review grant proposals prepared by grant writer.
- Provide follow-up reports as required in respective grant specifications.
- Recommend and oversee grant cultivation efforts of WRM staff members in all regions.
- Ensure grants are publicly promoted as required by grantor.
- Provide material and oversee editing of direct response material, coordinating with marketing and printing vendors, including, but not limited to mail, digital, and phone marketing.
- Cross train with Data Entry Clerk for support and backup services.
- Coordinate with printing vendors for mailings, donation acknowledgements, and other efforts related to database and Development.
- Maintain contact and build professional relationships with printing and mailing companies.
- Work with staff to create Major Donor and planned giving cultivation, programs, and events.
- Ensure WRM fundraising registrations are properly maintained.
- Exhibit a working knowledge of the WRM donor database.
- Provide support services to Public Relations & Development Team.
- Perform all reasonably related duties as assigned.
- Some travel may be necessary for events, training, and temporary duty.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty, and character.

Education/Experience: Associate's degree or equivalent, or 4+ years related experience and/or training, or equivalent combination of education and experience.

Must have a valid state driver's license and be insurable by the WRM insurance carrier.

Knowledge, Skills and Abilities:

- Must have excellent written and oral communication skills.
- Must demonstrate the ability to form effective relationships with grantors, donors, vendors, agencies, and team members.

- Must have the ability to assess and identify WRM needs and accordingly recommend grant opportunities.
- Must have database experience or the ability to learn the existing donor database software.
- Must be able to accurately capture, sort, maintain, and create queries of donor information.
- Must be proficient in the use of Microsoft Office Suite, including typing proficiency.
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions related to grant opportunities and cultivation plans of grantors and Major Donors.
- Must have the ability to read, analyze, and interpret grant requirements, general business periodicals, professional journals, technical procedures, and governmental regulations.
- Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Must have the ability to work with mathematical concepts such as probability and statistical inference.
- Must have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be detail-oriented.
- Must have the ability to focus and sit for long periods of time.
- Must have the ability to prioritize tasks in order of importance and timeliness.
- Must have the ability to be productive without direct supervision.
- Must have regular attendance on the job.
- Must possess a high degree of commitment to confidentiality.
- Must support WRM goals.
- Must sign WRM's Statement of Faith.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, speak, listen, and use hands to manipulate. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I have reviewed this job description and have no reservations about my ability to perform all duties of the position.

Signature

Date

Name (printed)