

## **DEVELOPMENT ASSOCIATE**

### **JOB SUMMARY**

A full-time position responsible for assisting the Director of Development, President/CEO, and other parties engaged in resource development for the Southeast Texas Food Bank in supporting all fund raising activities conducted by the Food Bank. The position reports directly to the Director of Development.

The ideal candidate would have two or more years of work experience in a non-profit fundraising environment and a Bachelor's degree in Business, Finance, Communications, or a related field. More extensive work experience in related fields may be considered an adequate equivalent of the desired academic degree.

Candidates should:

1. Exhibit excellent oral and written communication skills, including experience in writing grants and/or fundraising proposals and engaging in professional network relationship building
2. Have experience in using DonorPerfect or another donor management database, as well as a variety of Microsoft Office software platforms
3. Display exceptional time and project management skills and be capable of managing multiple parallel deadlines
4. Be capable of enlisting appropriate support from donors, funders, and community stakeholders
5. Work well alone or in a team setting and have the flexibility to work early morning, late evening or weekend hours, as necessary

### **KEY RESPONSIBILITIES**

1. Managing an accurate and up-to-date donor database to foster recurring communication with existing donors and potential donors
2. Troubleshooting database management issues, as necessary
3. Supporting direct mail communication activities with the community to maintain engagement with current donors and to solicit new donors
4. Assisting with the scheduling of meetings with prospective funders and donors
5. Engaging in operational and administrative support of fund raising campaigns and events, including support of volunteer committees and/or other staff organizing those activities
6. Writing grant requests and fundraising proposals, as necessary
7. Supporting marketing, public relations, and organizational communication activities, as necessary
8. Performing core office administrative duties such as filing, data entry, phone answering, written correspondence, etc.
9. During times of disaster, joining other Food Bank staff in engaging in emergency food distribution and/or other support activities at the discretion of the President/CEO, once reasonable accommodations have been made for employee safety.

Salary is dependent on experience. The Southeast Texas Food Bank is an equal opportunity employer.