

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

DEVELOPMENT ASSOCIATE

POSITION SUMMARY: Builds strong relationships and increases engagement with Kidango's donor community. Contributes to planning and execution for all of Kidango's cultivation, solicitation, stewardship activities, and fundraising events Establishes and maintains donor contact and history information on Salesforce Database.

POSITION OVERVIEW:

- Employment Type: Full Time/ Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Director of Development

PRIMARY RESPONSIBILITIES:

- Demonstrates thorough understanding of Kidango's mission, values, and full range of services for children and families. Ability to tell Kidango's story in compelling manner to individuals, community groups, funders, and corporations in written, visual, and spoken mediums.
- Contributes to creation of Kidango's annual fund plan; maintains calendar of cultivation, solicitation, and stewardship activities.
- Monitors individual donations, records information in Salesforce, and ensures timely acknowledgement with thank you letters, phone calls, and other appropriate communications.
- Designs, writes, and executes email, direct mail, online, offline, and other campaigns; tracks and reports results.
- Performs prospect research; tracks donor data and activity in Salesforce.
- Provides research and writing support to Grants Manager.
- Contributes to content development for donor communications, including annual report, website, social media, correspondence, newsletter, and others.
- Assists with special fundraising initiatives (such as capital campaign)
- Networks with other community organizations and corporations to optimize resources.
- Maintains electronic and hard copy archives for all development assets.
- Maintains department's development databases for donors and volunteers.
- Reports on results of development activities.
- Recruits and on-boards volunteers
- Provides administrative support to Enrollment Office during peak enrollment periods.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in a related field
- Previous experience with data entry, fundraising, building relationships preferred
- Prefer minimum of 2 years of work experience in a similar position
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at

<https://www.Kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.