

Job Announcement

Position: Development Associate

Reports to: Director of Development

Department: Development

Classification: Full-time

Compensation: \$35,000 to 40,000

About YWCA South Hampton Roads

The YWCA is the oldest and largest multicultural women's organization in the world and is the preeminent provider of services for victims of domestic and sexual violence in the country. As an affiliate of the YWCA U.S.A., the YWCA South Hampton Roads works locally to implement the mission of the YWCA: *Eliminating Racism and Empowering Women*. Since 1911, the YWCA South Hampton Roads has served as a source of strength for over a quarter million women and children in the Hampton Roads community.

The organization serves approximately 7,000 individuals each year through six hallmark programs, including our: 1) Domestic Violence Emergency Shelter and Housing Program; 2) Sexual Assault Support Services and Counseling Center; 3) Out-of-School Time Services; 4) Tidewater Community College Child Development Centers operated by the YWCA South Hampton Roads; 5) Respite Care; and 6) Coordinated Crisis Response Program. Learn more at www.ywca-shr.org.

JOB SUMMARY: The Development Associate position will support the operations of the Development team. Daily work may include tasks such as maintaining donor data integrity, gift processing, administrative support of events and fundraising campaigns. This position can expect to have donor interactions by phone and in person. The Development Associate reports to the Director of Development and is responsible for working in collaboration with him or her in managing the YWCA's two signature events: Women of Distinction Luncheon and Walk-a-Mile in Her Shoes.

CORE VALUES: The Development Associate is expected to model the YWCA- SHR Core Values:

- **Compassion**
- **Honesty**
- **Integrity**
- **Ownership**
- **Responsibility**
- **Empowerment**

EDUCATION AND EXPERIENCE

- Bachelor's degree required.
- Minimum one year of development/fundraising experience required.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Proficiency with Microsoft Office Suite applications.
- Experience in Photoshop and InDesign preferred.
- Knowledge of fundraising databases, Raiser's Edge preferred.
- Familiarity with online fundraising technology and website management.
- Experience with grant writing and grant management.
- Excellent written and oral communications skills.
- Ability to work in a fast-paced environment and able to work with minimal supervision.
- Superior attention to detail and accuracy in writing and record-keeping; able to proofread own work effectively.
- Experience with leading and motivating volunteers.
- Ability to work well with others in a team setting and across departments.
- Interest in the development field and the mission and programs of the YWCA South Hampton Roads.
- Availability for occasional evening events and meetings.
- Successful completion of background check.
- Reliable transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- I. Revenue Generation & Tracking:**
 - a. Research foundation prospects and create annual grant calendar to acquire revenue through grant writing.
 - b. Work alongside the Director of Development with managing all aspects of the annual giving campaign including writing appeal letters, creating constituent lists, mass mailing, and donation tracking.
 - c. Work with Director of Development to create additional events/campaigns to reach new donor constituencies.
 - d. Manage online giving portal.
 - e. Record all payments, donations and sponsorships into Raiser's Edge, reconciling with finance department on a monthly basis.
 - f. Collaborate with the Director of Development to produce routine and customized reports for the Leadership Team and Board of Directors.
- II. Donor Relations:**
 - a. Manage accurate donor lists.

- b. Acknowledge donations for designated constituents on a weekly basis.
- c. Ensure Tax Receipts and Pledge Reminders are mailed to constituents monthly.
- d. Communicate with constituents as needed to ensure donor satisfaction.

III. Events:

- a. As part of a team, participate in planning new events and improving existing events.
- b. With Director of Development, review event contracts, permit applications, and all other event logistics.
- c. Work with the Director of Development and PR and Marketing Specialist in management of event website, invitation, save the date, and program book creation.
- d. As part of a team, participate in event setup and ensure events run smoothly by helping where needed.
- e. Manage Adopt-A-Room program, securing 6 donors per year
 - Recruit and communicate expectations to donors, work with shelter staff to identify needs and available dates. Develop and implement stewardship plan for donors.
- f. Manage all third-party fundraising events, generating \$5,000 in revenue and/or in-kind contributions annually
 - Serve as point of contact for third party donors. Identify staff to attend event, provide tool-kit for the event. Develop and implement stewardship plan for donors.

WORKING CONDITIONS: Development Associate is expected to work Monday through Friday from 9 a.m. until 5 p.m. with flexibility to accommodate some night and weekend events.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

While performing the duties of this job, the employee is required to: Frequently walk, use hands to finger, handle or feel objects, tools, or controls, and talks or hears. Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl. Ability to lift and carry up to 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to, a personal computer, calculator, copier, and fax machine.

EQUAL OPPORTUNITY EMPLOYER

Qualified candidates should submit a cover letter and resume by March 22, 2019 at 5:00 p.m. to jobs@ywca-shr.org. Please insert "Development Associate" in email subject line. Due to the high volume of applicants, telephone calls regarding the status of your application will not be accepted.