



**MENTORING YOUTH.
CHANGING FUTURES.**

JOB TITLE: Development Associate (potential growth to manager)

DEPARTMENT: Fund Development

DEPARTMENT HEAD: Chief Development Officer

REPORTS TO: Associate Director of Development

FLSA STATUS: Salaried, non-exempt

Our Mission: Our Mission is to help children reach their potential through professionally supported, one to one mentoring relationships that have measurable impact. Our Vision is successful mentoring relationships for all children who need and want them contributing to brighter futures, better schools, and stronger communities, changing the lives of children for the better, forever.

Position Summary: The Development Associate is responsible for raising revenue from individuals primarily at the low to mid-level range. Works closely with the Associate Director (AD) and Chief Development Officer (CDO) to effectively steward mid-level donors through face to face visits, cultivation events, mailings and other forms of recognition. Supports long-range strategic priorities by advancing the agency's current and prospective donors, volunteers, and others who are crucial to the agency's overall prosperity. This position has the potential to grow into an exempt-level managerial position based on future goals and opportunities.

JOB RESPONSIBILITIES

Donor Solicitation & Stewardship:

- Responsible for qualifying, cultivating, soliciting and stewarding low-mid-level donors with a typical moves management approach
- Create, plan, execute and maintain a structured recognition strategy that develops intimate knowledge of our donors to provide personalized recognition
- Work closely with the Program team to establish and cultivate relationship with BBBS volunteer database for both fundraising and volunteer opportunities. Success in this goal will require occasional nights and weekends.
- Work with the Recruitment team to prospect, secure and steward current and future Corporate Partnerships geared at increasing grants and event revenue.
- Work with the Marketing team to create and facilitate donor communication strategy; including newsletters, program impact reporting and online or mobile giving campaigns (I heart OC, crowd funding, etc.)

Fundraising Event Campaign Management:

- Support AD in Event fundraising goals by assisting in securing, tracking and invoicing sponsorships, recruiting teams/foursomes, gift-in-kind solicitation and scheduling committee meetings
- Assist AD in identifying and securing and executing Third Party Event opportunities
- Assist Fund Development Team in all Event set-up & prep.

Donor Database Management:

- Works closely with the Director of Finance on donation payment processing to ensure accuracy of all accounting information.
 - Work continuously in the system to ensure the database is kept clean of duplicates, incorrect or incomplete information
- Accurate recording and timely execution of recognition acknowledgements
- Performing research, running queries and producing reports to qualify and solicit future donors

REQUIRED:

A Bachelor's Degree in a related field.
Excellent communications skills, both written and verbal.
Proficiency in Gmail, Microsoft Word, Excel.
Valid Driver's License, reliable transportation, ability to pass background check.

EXPERIENCE:

Qualified candidates will have a demonstrated track record of exceeding revenue goals, managing multiple and competing deadlines, working independently [using critical thinking skills and judgment to problem solve] and being highly organized. Prior experience in fund development, customer relations, and/or sales is preferred. Database experience is preferred, specifically on the Salesforce platform.

COMPETENCIES: Organized, adaptive, dynamic, passionate, collaborative, solution oriented, coachable, articulate, detail-oriented, multi-tasker, resourceful, creative, authentic, proactive, and persistent.

WORK ENVIRONMENT: The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Routine office environment. Frequent independent travel. Occasional evening and weekend events.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.

Your employment with BBBSOC will be "at will," meaning that either you or BBBSOC may end your employment at any time and for any reason, with or without cause.