

JOB TITLE: Development Associate

ORGANIZATIONAL UNIT: Administration

REPORTS TO: Director of Development

Job Summary: This is a new position that will be instrumental in helping CSA move to the next level of fundraising in support of our mission. The Development Associate will work collaboratively across all departments to help develop and implement the agency's fundraising and communications plans.

Key Duties and Responsibilities:

1. Oversee the agency's foundation/corporate grants program, including researching grantmaking opportunities, preparing grant proposals and reports to funders and maintaining agency-wide calendar for grant submissions, reports due and funding received
2. Oversee CSA's Young Professionals, strengthening their ability to raise funds, volunteer and serve as a resource for board leadership
3. Work with the Director of Development and Development Assistant to generate and analyze donor reports in support of major donor development
4. Work with the Director of Development, Executive Director and program team to plan and develop marketing materials, including press releases, social media posts, eNewsletters and agency-wide collateral materials
5. Work with the Director of Development and program team to plan and develop donor materials, including annual reports and donor appeals
6. Work with the Director of Development, Volunteer Coordinator and volunteers to plan and implement special events
7. Research additional opportunities to raise funds through social media, crowd sourcing and other online platforms

Requirements:

1. Bachelor's degree in a related field preferred
2. Excellent writing skills
3. A minimum of two years' experience in a related position, preferably in a not-for-profit organization
4. Experience with Microsoft Word, Outlook and Excel a must
5. Ability to work with a wide range of personalities and temperaments
6. Ability to set priorities and work independently with little supervision

Note: Duties and responsibilities shall include the principal functions of the job. The job description shall not be construed as an employment contract or as a complete listing of all responsibilities and duties that may be assigned during normal operations.