

Position Summary

The Development Associate provides administrative, operational, and donor relations support to the Development team. This role is responsible for managing and maintaining the donor database, analyzing fundraising and donor data, coordinating special events, preparing meeting and presentation materials, managing department calendars, and administering donor benefits and acknowledgments. The ideal candidate is highly organized, detail-oriented, and passionate about supporting a mission-driven organization through donor engagement and fundraising operations.

Key Responsibilities

Administrative & Departmental Support

- Prepare meeting agendas, presentations, briefing materials, donor packets, and other departmental documents.
- Manage the Development Department calendar, including scheduling meetings, donor visits, and special events.
- Coordinate internal and external communications on behalf of the department.
- Maintain organized and confidential digital and physical filing systems.

Donor Cultivation & Stewardship

- Administer donor recognition and benefits programs to ensure high-quality donor experience.
- Track donor giving levels and oversee fulfillment of associated recognition and benefits.
- Coordinate donor acknowledgments, thank-you letters, and stewardship communications in a timely manner.
- Support donor cultivation, engagement, and retention efforts.

Donor Database Management & Reporting

- Utilize the donor database to track giving history, manage donor records, and segment audiences for targeted outreach initiatives.
- Analyze fundraising campaign performance, donor trends, and return on investment to support strategic decision-making.
- Maintain accurate, up-to-date, and confidential donor records within the fundraising database.
- Process donations, pledges, acknowledgments, and donor correspondence with accuracy and efficiency.
- Generate donor reports, mailing lists, and fundraising metrics to support departmental goals and reporting needs.

Fundraising Events & Engagement

- Assist in the planning and coordination of fundraising events, donor receptions, and stewardship activities.
- Manage event logistics, including RSVPs, vendor coordination, and preparation of event materials.
- Coordinate volunteer and staff support for special events and donor engagement activities.
- Support post-event reporting, donor follow-up, and stewardship efforts.

Additional Responsibilities

- Perform other duties and special projects assigned in support of the Development Department and organizational objectives.

Qualifications

Education & Experience

- Bachelor's degree in nonprofit management, communications, business administration, marketing, public relations, or a related field preferred.
- Minimum of 2–3 years of experience in administrative support, fundraising, development, donor relations, or event coordination preferred.
- Experience working in a nonprofit or mission-driven organization is highly desirable.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
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Required Skills & Abilities

- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to build positive relationships and work effectively with individuals from diverse backgrounds.
- Ability to manage multiple projects and priorities while working both independently and collaboratively.
- Strong organizational skills and attention to detail.
- Ability to adapt to changing priorities and organizational needs in a fast-paced environment.
- Passion for the organization's mission and commitment to supporting its goals.
- Flexibility to work occasional evenings or weekends for events and donor-related activities.
- Valid driver's license and reliable transportation required for company errands and attendance at events as needed.