

JOB DESCRIPTION

CLASSIFICATION: Development Associate

DEPARTMENT: Development

EMPLOYEE STATUS: FLSA Exempt

WORK HOURS: Full time

Function and Organizational Relationships:

The Development Associate position is an entry-level position that is primarily responsible for assisting the Chief Development Officer (CDO) carry out the implementation of fund development activities for AMVETS (American Veterans).

The Development Associate will provide support to and work in collaboration with the CDO. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role provide the support needed by the CDO to assist in securing the resources necessary for providing support to those accessing these vital programs.

Duties and Responsibilities:

- Process donations and prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation and individual donor files
- Continually update and correct database records
- Conduct preliminary research on prospective corporate foundation and individual donors
- Coordinate productions and mailing of letters
- Maintain lists, gather and prepare registration materials and other duties as assigned for development and fundraising events
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Research foundation, city, county, state, federal and corporate grant opportunities
- Coordinate promotions for special agency events
- Assist with event logistics for agency fundraisers
- Any other duties assigned by the CDO

Knowledge and Skills Required:

- Bachelor's degree preferred in marketing, public relations or business degree with a non-profit focus, or another related field
- Experience in web development, experience with Photoshop preferred
- Proficiency in Microsoft Office Suite (Excel, Word, Publisher, Power Point)
- Highly organized, motivated, self-starter and able to work independently
- Excellent interpersonal, written, and verbal communication skills
- Knowledge of and commitment to serving Veterans and advocating for services to assist Veterans and their families.
- A minimum of two years' experience in a fundraising position or extensive volunteer fundraising experience

Physical and Environmental Demands:

This position requires an individual who can maintain a professional attitude while working on multiple assignments. A large percentage of daily work is performed on the computer and phone. Able to lift boxes and storage equipment around at various events. Some boxes weigh 30 pounds or more. Some travel required.

AMVETS is an Equal Opportunity Employer:

It is the policy of AMVETS to provide equal employment opportunity (EEO) to all employees and job applicants regardless of race, color, religion, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, familial status, disability or genetic information, in compliance with applicable federal, state, and local law.