

ON A MISSION

to eliminate racism, empower women,
and promote peace, justice, freedom, and dignity for all.

DEVELOPMENT ASSOCIATE

The Development Associate plays a critical role by supporting YWCA Mohawk Valley fundraising activities, including special events and working closely with senior management and other staff to support fundraising and other aspects of resource development.

DEPARTMENT

Development

REPORTS TO

Development Director

Essential Duties and Responsibilities

- Assist the Development Director with agency's major annual events/campaigns, including but not limited to Salute to Outstanding Women, Sky's the Limit, awareness months, Mohawk Valley Gives, Purple Ribbon Campaign, Adopt-A-Family, and other events as needed.
- Assist Development Director and leadership team in meeting fundraising goals.
- Process donations and prepare acknowledgement letters and/or additional correspondence in a timely manner.
- Update acknowledgement letters on a quarterly basis.
- Work with Director of Governance and Administration to update and maintain donor, member, and prospect records in fundraising database.
- Work with Director of Governance and Administration to track and manage all donations and processes including in-kind and wish list items.
- Export fundraising database lists and reports as required. Ensure accuracy of such data/reports.
- Collaborate monthly with Finance Department to ensure accuracy of all agency donations.
- Work with the Development Director to support long term department goals and objectives.
- Assist Development Director in documenting and creating systems and procedures that enable the Development office to run effectively and more efficiently.
- Prepare donor lists for newsletters, appeals, and other publications.
- Assist Development Director with research on prospective list.
- Support Development Director with Employee and Board appeals.
- Manage administrative details associated with Board of Directors Development Committee (i.e. prepare and distribute notices, agendas, minutes, etc.) in conjunction with Director of Governance and Administration.
- Serve as a representative of YWCA Mohawk Valley at community events when needed.
- Other administrative duties as assigned.

Position Requirements

Education

- Associate's or bachelor's degree preferred.
- Equivalent experience in fundraising, communications, English, or professional writing and editing accepted.

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Required Specialized and Technical Knowledge

- Professional manner and appearance.
- Must possess maturity and sensitivity to confidential information.
- Able to organize time and duties, follow through with assignments, and meet deadlines. Ability to coordinate and manage numerous ongoing activities.
- Demonstrated ability to work with executives and in a team atmosphere.
- Flexibility in work assignments and interest in assuming new responsibilities in an evolving work situation are essential.
- Excellent verbal and written communication skills to establish clear expectations in a fast-paced setting.
- Working knowledge of Microsoft computer software required.
- Experience with Blackbaud eTapestry database a plus.
- Ability to work outside normal office hours in order to support fundraising activities.
- Comfort with uncertainty and ambiguity while being proactive in anticipating and preempting problems with effective, creative solutions.
- Represent the agency as needed to both internal and external audiences.

Expectation for All Employees

- Support the organization's mission, vision, and values by exhibiting the following:
 - Integrity
 - Respect
 - Commitment
 - Compassion
 - Credibility
 - Expertise
 - Teamwork

Physical Requirements

- Equipment Used
 - Computer, fax machine, adding machine, telephone, voicemail, copy machine
 - Must hold valid driver's license and insurance, and be able to travel as necessary
- Physical Activities
 - Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing
- Physical Demands
 - Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- Visual Acuity Required
 - Heavy acuity is required in this position
- Work Conditions
 - There is no substantial exposure to adverse environmental conditions with the exception of weather-related travel conditions.

Employee Signature

Date

CEO Signature

Date