



Development and Events Associate Position Description

General Description

The Development and Events Associate is responsible for assisting the Executive Director in implementing donor events and development initiatives. Key responsibilities include planning and administering donor development projects, managing fundraising events, and providing operational support for donor event initiatives.

Reporting and Supervision

The Executive Director

Hours/Salaried: Hourly, Non-Exempt; 36-40 hours/week; Eligible for Benefits

Qualifications:

- Demonstrates an active, personal relationship with Jesus Christ as Savior and Lord. (Required)
- Exhibits strong commitment to the pro-life position and mission of Assist Pregnancy Center and is in full agreement with Assist's Statements of Principle and Faith and Code of Ethics. (Required)
- Holds a Bachelor's degree in Marketing, Business, Communications, Event Planning, or related field and has at least 2 years of relevant non-profit or development experience. (Preferred)
- Possesses experience with office operations, database management, project management, correspondence support, marketing, event planning, and public relations. (Required)
- Demonstrates proficiency with Microsoft Office and database/donor management software; has experience with design applications (i.e. Adobe InDesign). (Preferred)

Knowledge, Skills and Abilities:

- Has excellent administrative abilities; demonstrates attention to detail, ability to organize tasks and discipline to plan in advance for major deadlines.
- Has strong verbal and written communication skills; proactively identifies and communicates questions and trends. Has friendly phone demeanor.
- Is personable, able to motivate and inspire others; possesses friendly management style and ability to work with teams of volunteers.
- Is able to handle confidential information with sensitivity and discretion.
- Is self-motivated, dependable, resourceful, responsible, and focused. Is able to work efficiently and accurately with little supervision, managing time carefully and effectively.

Major Responsibilities:

I. Donor Development and Events

1. Work closely with the Executive Director to develop and accomplish annual fundraising goals through fundraising events, working in accordance with organizational events calendar.
2. Plan, coordinate, promote, and execute all aspects of fundraising events (logistics, supplies, volunteer recruitment, registration management, program, data processing, appreciation, participant correspondence, etc.), including but not limited to the Walk | Run | Ride and Annual Fundraising Banquet.
3. Oversee ministry Open House design, planning, volunteer staffing, logistics, and follow up.
4. Evaluate fundraising events on an ongoing basis and provide interim and after-action reports to the Executive Director on campaigns and appeals, including recommendations for future fundraising strategies to enhance monthly giving, underwriting, and event sponsorship.
5. Prepare monthly fundraising reports throughout event and donor campaigns or appeals.

6. Ensure all donor information is completely and accurately recorded in database, including that of event volunteers, liaisons, underwriters, sponsored participants, table hosts, and sponsors.
7. Prepare a final budget report after each fundraising event.
8. Utilize donor software and event software applications to track and segment donors; schedule and record incoming and outgoing correspondence with ministry supporters and event participants.
9. Ensure proactive communication and timely appreciation to key supporters such as Table Hosts, Walk liaisons and participants, event volunteers, etc.
10. Maintain accurate database information for newsletter mailing lists and e-newsletter subscriptions; train select volunteers and staff in donor database data entry.

II. Donor and Marketing Communications

1. Assist Executive Director with targeted donor appreciation and communications on an ongoing basis, working with ED to schedule meetings, tours, and phone engagement.
2. Oversee the development and supply of all necessary print materials (Annual Report, giving tools, brochures).
3. Coordinate production of print newsletter, coordinating themes, guest contributions, and design with Graphic Designer; maintain accurate mailing list.
4. Coordinate production of donor mailings and work with assistance of Office Coordinator to execute mailings.
5. Coordinate electronic communications and donor website updates according to annual communications calendar prepared with Executive Director.

III. Management & Administration

1. Train and oversee development and event volunteers to assist with projects, including newsletters, data management, and event logistics.
2. Follow (and update as needed) procedural guides for database functions and reports
3. Develop and oversee an Events and Development budget.
4. Report weekly to Executive Director; submit a monthly report for the Board of Directors.
5. Carry out other duties as may be reasonably assigned.

The Development and Event Associate shall receive an annual evaluation from the Executive Director, after an initial 90 day performance evaluation.

Signature, Development & Event Associate

Signature, Executive Director

Date

Date