

TITLE: Development Associate/Volunteer Coordinator

CLASS: FT non-exempt

PURPOSE AND POSITION SUMMARY

The Development Associate will be part of the Development Team participating in the advancement of our mission and development program including annual giving, event planning, grant writing, fundraising, major gift campaign, and public relations. This position will also be responsible for the overall coordination of volunteers.

ACCOUNTABILITY

The Development Associate is accountable to the Development Director.

DUTIES & RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House, the Development Associate will:

- Carry out the policies and procedures of Beatitude House
- Support the continuation of all development activities consistent with the mission of Beatitude House and the Ursuline Sisters of Youngstown
- Work with the Development Team and all departments
- Represent the organization in a knowledgeable and professional manner to potential supporters and the community at large
- Advance professional knowledge base through continuing education.
- Keep up-to-date on current fundraising and communication practices and procedures and utilize relevant information in the planning and execution of all projects
- Serve as a member of the Development Committee of the Board and in leadership positions as requested

To ensure a successful fundraising program, the Development Associate will:

- Assist in the development of short and long-term fundraising strategic plans
- Be proficient in all social media platforms
- Identify, research, cultivate, and solicit giving opportunities from individuals, churches, and organizations to include annual giving, planned giving and major gifts programs
- Prepare reports for appropriate government, corporate and private foundation grants
- Serve on fundraising event committees in conjunction with the Board of Directors, volunteers and staff to plan and execute special events
- Maintain a record-keeping system including gift processing, donor acknowledgments, donor and prospect research, mailing list information and regular reports
- Research and prepare applications for government, corporate and private foundation funds available for Beatitude House programming

To ensure a positive experience for our volunteers, program participants the Volunteer Coordinator will:

- Recruit and manage volunteers at all fundraising events
- Review volunteer applications weekly
- Schedule and run all volunteer orientations
- Ensure all volunteer paperwork is complete including background check, when appropriate
- Contact prospective volunteer's references
- Assess and assign the volunteer to appropriate department or site
- Maintain volunteer files
- Ensure that all volunteer hours are tracked and volunteers are thanked appropriately

QUALIFICATIONS

- A Bachelor's degree in Public Relations, Communications, English, Business or a related field. Non-profit leadership is a plus.
- Two years in Development or a related field preferred
- One-year working with volunteers preferred
- Strong writing and editing skills, as well as excellent communication, time management, and organizational skills
- WordPress knowledge is a plus
- Proficient in Microsoft Office
- Experience working with a donor database (SalesForce experience a plus)
- Detail oriented with the ability to work independently and as part of a team
- Demonstrated ability to manage multiple projects and meet deadlines
- Grant writing and budgeting ability is preferred
- Demonstrated ability to assist in the creation and implementation of successful fundraising events