

Beatitude House Job Description

TITLE: Development Associate

CLASS: Full Time, Non-Exempt

PURPOSE AND POSITION SUMMARY

The Development Associate, in cooperation with the Ministry Director and Ursuline Ministries development team, will assist with the implementation and enhancement of a comprehensive fundraising and communications program including annual giving, event planning, grant writing, planned giving, major gifts, donor relations and public relations that will promote the development of the organization and ensure the continued mission of Beatitude House. The Development Associate represents the professionalism and dedication that is associated with Beatitude House and Ursuline Ministries.

ACCOUNTABILITY

The Development Associate is accountable to the Ministry Director.

RESPONSIBILITIES

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

- Adhere to policies and procedures of Beatitude House
- Meet and coordinate regularly with Beatitude House and Ursuline Ministries development team members, the Ministry Director, and other key staff members to make sure all development activities are consistent with the mission of Beatitude House and Ursuline Ministries
- Represent the organization in a knowledgeable and professional manner to potential supporters and to the public at large
- Advance professional knowledge base through continuing education
- Keep up-to-date on current fundraising, grant writing and communication practices and procedures and utilize relevant information in the planning and execution of all projects
- Stay informed about legal/ethical ramifications of fundraising and assure that Beatitude House efforts are in conformance with rules and regulations
- Serve on the Board Development Committee and participate in scheduled meetings
- Attend administrative meetings as required
- Perform other duties as requested by the Director

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

- Assist with coordinating and maintaining the donor database system including gift processing, donor acknowledgments, donor and prospect research, mailing list information, and performing regular reports
- Prepare grant proposals to ensure they are complete and submitted in a professional and timely manner, and monitor the status of applications following submission
- Track all grants using a shared grant calendar and coordinate with appropriate staff as needed to provide requested information to meet all grant related deadlines

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- Oversee the adherence to grants and preparation of all grant reports to appropriate funding sources both public and private
- Participate in the planning, preparations, and implementation of fundraising events with the development team
- Identify, plan, research, cultivate, and solicit giving opportunities from individuals, foundations, religious groups, corporations, and organizations to include annual giving, planned giving, and major gifts programs
- Participate in communications and public relations projects

QUALIFICATIONS

- A Bachelor's degree in Public Relations, Communications, English, Business, Social Work, or a related field. An advanced degree or CFRE is desirable.
- At least three years experience in development or a related field preferred with at least one year of grant writing experience
- A sincere belief in the importance of the mission of the organization, and the ability to communicate the mission.
- Strong word processing and writing skills, as well as good communication, excellent time management, and good organizational skills
- Proficient in Outlook, Microsoft Office and experience working with a donor database
- Experience working as a team
- Demonstrated ability to meet multiple deadlines
- Experience working with volunteers and board members preferred