

## **Development Associate – Full Time Non-Exempt**

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.

**Requirements:** A Bachelor's degree in Public Relations, Communications, English, Business, Social Work, or a related field. At least one year of grant writing experience.

**Preferred:** At least three years' experience in development or a related field

Applications are now being accepted. Preference will be given to candidates who include a résumé and cover letter explaining their qualifications, personal and professional interest in this career opportunity and any related experience. Please include three **professional** references with email and telephone numbers.

By U.S. Mail

Keshia Bales, Director  
Beatitude House  
238 Tod Lane  
Youngstown, OH 44504

By e-mail

[info@beatitudehouse.com](mailto:info@beatitudehouse.com)

Please attach cover letter, résumé and references in PDF format.  
Subject line should read: Development Associate Opening

**No phone call inquiries**

**Beatitude House is an Equal Opportunity Employer that encourages applications from women and underrepresented populations.**

*Beatitude House is committed to disadvantaged women and children*