

**POSITION:** Development Associate  
**DEPARTMENT:** Development & Marketing Department  
**REPORTS TO:** Director of Development and Marketing

**Status:** Non-Exempt  
**Hours:** 35 hours/week

**SCOPE OF WORK:**

Under the supervision of the **Vice President of Development and Communications**, the Development Associate will coordinate agency events, marketing & development activities, including managing fundraising events & initiatives, development/community outreach, and volunteer/committee recruitment and retention. **It is expected that the Development Associate's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment and professionalism.**

**PRIMARY DUTIES:**

- Responsible for assisting the Development/Public Relations Dept. with all aspects of New Hope's development/events/marketing activities.
- Grant assistance. Tasks include updating files, researching new potential grant opportunities, assist with completing grant submissions and mailing packets, maintaining grant receipts in the database, researching facts and statistics.
- Special event coordination. Tasks include securing auction/raffle items & sponsorships, preparing event mailings & all other aspects of each event. On event days, set up and clean up help will be expected.
- Assist with creation and distribution of marketing materials, including event invitations, event program books, flyers, posters, brochures and other outreach materials.
- Create, distribute and evaluate development, event, marketing and some public relations communications, including Constant Contact mailings & e-newsletters, agency emails, event & general correspondence, donation acknowledgements, event & outreach literature and website content.
- Perform website updates and social media management.
- Volunteer coordination.
- Maintain and update the agency database (Raisers Edge NXT), including inputting data, managing donor lists (assuring that changes and acknowledgements are processed in a timely manner), as well as expanding the mailing list.
- Perform basic administrative tasks as required (i.e. answering the phone, copying, entering computer/statistical data, writing correspondence, etc.).
- Other duties as assigned and required by the Vice President of Development and Communications and/or Senior Management.

**SKILLS AND ABILITIES:**

- Must work with the Vice President of Development and Communications to achieve event & annual development goals.
- Demonstrated ability to manage multiple tasks at a quick pace and follow through to completion.
- Strong interpersonal, organizational, and administrative skills, while demonstrating attention to detail.
- Strong phone and verbal communication skills, and outgoing demeanor.
- Writing and editing
- Ability to communicate effectively, professionally and with sensitivity to related constituencies, including agency staff, Board Members, event committee members, donors, volunteers/interns, and the public.
- Self-motivated, self-reliant, dependable, and able to work in a team-oriented environment.
- Valid driver's license and dependable transportation.
- Ability to enter non-handicapped-accessible buildings.
- Computer skills, including Excel, Word, Publisher, Adobe, Outlook, Powerpoint, Constant Contact, Facebook, Twitter, Instagram.

**EDUCATION & EXPERIENCE:**

- Previous fundraising, event planning, marketing and writing experience preferred.

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.