

Job Title: Development Associate

Job Type: Full-time, Non-Exempt

Hours: 40 hours/week

Job Summary:

CSCVVSBB seeks an initiative-taking individual to help support the organization's fundraising day-to-day operations. In collaboration with the Development Director, the Development Associate will be responsible for development administration, fund development related marketing, prospect research, support of solicitation, stewardship cycles, and event planning.

Company policy requires proof of full vaccination (boosters recommended) or documentation of medical exemption. This position is currently hybrid but may be required to be in the office full-time once we fully reopen.

Essential Duties/Responsibilities:

- Reconcile all gifts, database clean up, and making sure all types of donations (cash, pledges, matching gifts, and planned gifts) are properly coded and entered into the database
- Prepare and print thank you letters for donors
- Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits
- Responsible for outreach to designated donors
- Generate clear, action-oriented meeting notes for the development committee, event task force, and board reports
- Coordinate the production and distribution of recurring appeals, including a proper timeline of interviewing the survivor, preparing the mailing lists, and reviewing final edits
- Assist with grant writing process, including research, submission of smaller grants, recording, and overseeing the timeline process
- Assist with special event planning, including major and stewardship events
- Communicate with donors in person, on the phone, and by email, as appropriate
- Produce all marketing and communication for the department
- Oversee day-to-day administrative duties

Other duties may apply.

Knowledge, Skills and Abilities (minimum qualifications):

- At least two years of development administrative experience, high level administrative support, non-profit, or equivalent experience
- Excellent communication skills and judgment with the ability to maintain privacy and confidentiality
- Proficient with Microsoft Word, Outlook, PowerPoint, and Excel; experience with donor databases is a plus
- Comfortable with solicitations of donations
- Valid driver's license
- Preferred: Familiarity with non-profits, research methods, data standards, and databases
- Preferred: Interest in fundraising
- Preferred: Marketing experience (social media, design, and communication)
- Bilingual is a plus

Please send all resumes to jobs@cancersupportvvsb.org with "Development Associate" as the subject. To learn more about CSCVVSBB please visit <https://www.cancersupportvvsb.org/>