



Development Associate

Position Title: Development Associate

Location: Novato

Status: Non-exempt, Part-Time

Reports to: Director of Development & Communications

Compensation: Commensurate to Experience

Position Qualifications:

Minimum qualifications include: Bachelor's degree preferred; 3+ years' fundraising or development experience with strong project coordination and organizational skills; proven ability to successfully implement large-scale fundraising events and coordinate various department activities; excellent written communications and interpersonal skills, proficient in Microsoft Windows; preferred experience with fundraising programs such as Exceed! and Greater Giving; preferred experience with content management tools such as WordPress and Mailchimp.

Key Professional Attributes:

Outgoing, Positive, Engaging and Enthusiastic

Self-starter with a can-do attitude, able to work independently and problem-solve, willing to take initiative

Strong ability to self-manage with significant strength in time management to meet tight deadlines

Ability to work on a team and develop relationships at multiple levels of the organization

Detail-oriented, efficient, and ability to multi-task to achieve specific fundraising goals

Strong listening skills, friendly, helpful manner with internal and external clients

Accountability:

The Development Associate position is directly supervised by the Director of Development & Communications and supports NBCC's fund development with major responsibility in the coordination and production of all NBCC development and fundraising events. Working closely with the development and executive teams, this position's other essential job functions include assisting in developing and maintaining donor relationships, supporting grants management, donor tracking and acknowledgement, supporting annual and capital campaign activity, marketing and communications activities and occasional administrative support. This position works with staff, donors, volunteers, businesses, media, consultants, and vendors. This position is (.75 FTE) 30 hours per week with expected increased hours around events or project dates. Weekend and evening work on occasion. In accordance with the Fair Labor Standards Act, this position is not exempt from overtime compensation.

Physical Requirements:

Must be able to bend, lift (up to 40 pounds), carry, reach, squat and sit for up to 8 hours per day.

Special Event Coordination – 65%:

Events at NBCC play a critical role in generating revenue, as well as introducing individuals and businesses to the organization. Events include: A Night in Tuscany, Marin Valentine's Ball (collaborative as one of three beneficiary agencies), The Annual Meeting, Site fundraisers, Garden Lunches, and other smaller donor cultivation events. A key piece of the position is building corporate relationships including outreach, solicitation, and follow through.

- Plan and coordinate all NBCC development and fundraising event logistics, including:
 - solicitation of sponsorships and in-kind support;
 - oversight direction of event timelines and associated staff/volunteer activities to insure all elements of the event delivered on time with quality results;



- track revenue, expenses, and budget forecasts for large events;
 - review/negotiate vendor agreements;
 - produce and provide oversight of vendor production of all event collateral materials (print and virtual);
 - organize and complete event mailings;
 - manage event vendor relationships;
 - manage volunteer event planning committees;
 - orchestrate and execute event marketing and outreach;
 - direction of temporary event staff and event contractors varying by event;
 - maintain events database and update donor database from event work;
- Provide structure and support where necessary to assist fund development activities at individual sites to encourage a culture of giving with NBCC families

Fund Development – 30%:

- Assist in the planning and implementation of NBCC’s annual fund development activities including: individual and institutional giving through all channels including direct mail, online giving, special events, major donor programs, corporate sponsorship and grants.
- Assist with maintenance of the NBCC's donor database including gift tracking, donor acknowledgment and analytic reporting.
- Assist with design and implementation of annual direct mail solicitations as well as engaging and providing direction to vendors/contractors including graphic designers, printers and mail houses.
- Assist in coordination of the marketing and communications plan for all electronic and print communications.
 - Assist in producing content and ensuring on-time distribution to appropriate audiences.
 - Assist with maintenance of the NBCC's website and development of literature materials.

Other Activities – 5%

- Assist with the production of capital campaign materials and support capital campaign activities as needed.
- Working as part of the Development Team, support other development projects as needed.
- Occasional administrative support as needed.

I have reviewed and agree to the parameters of this job description.

Development Associate Signature: _____

Director of Development & Communications Signature: _____

Date: _____