



## JOB DESCRIPTION

**TITLE:** Development Associate

**DEPARTMENT:** Development & Communications Department

**REPORTS TO:** Chief Development & Communications Officer (CDCO)

**DATE PREPARED:** February 2017

FPWA's multifaceted programming creates transformative results for nonprofit staff and the places they serve. We advocate tirelessly on behalf of our membership network of 180 health and human service organizations through establishing poverty-reducing policies and programs that provide sustained results. Our capacity-building work enhances the impact of our member agencies to better provide services while simultaneously delivering immediate assistance to address their clients' urgent needs.

### **FPWA Development Associate:**

The Development & Communications team has a robust strategy to increase the revenue, with double digit growth, and visibility of the organization. The plans call for a talented achiever to join as an integral member of the team and support and manage a full range of development and communication activities that back and enhance the short and long term strategic efforts for the areas covered by the team. This would include assistance with initiating and maintaining key donor and prospect relationships; proposal management; writing a range of materials; fundraising events; and donor and prospect research.

The Development Associate serves as a right hand to the Chief Development & Communications Officer and keeps the Development & Communications team strong, organized and well-positioned by providing administrative and logistical support as well as interacts with the Executive Office team and FPWA Board Members.

This role will call for the ability to navigate a wide range of activities and scenarios and most importantly requires a desire to develop processes that allows for the smooth, effective running of all operational elements of the department and annualized plans. The position balances administrative and operational tasks and therefore requires a tremendous attention to detail, multitasking under pressure in a fast paced environment, yet also an ability to see the larger picture. We are seeking a candidate that has a love of fundraising, wants to build a career in the field and has incredible project management skills.

## **RESPONSIBILITIES:**

The Development Associate is responsible for providing logistical & administrative support to specific fundraising and fund development initiatives, including special events, grants, and donor development, including management of all fundraising, tracking, and reporting. The position will work closely with other internal teams to develop grant narrative and financial proposals and reports.

- Prepares excellently written donor briefings through prospect research on donors, prospects and other potential funding sources, utilizing available research tools
- Develops and manages production of in-house mailings, letters, updates and invitations to prospects and donors
- Process and manage all development gifts, pledges and pledge payments and prepare regular fundraising progress reports for CDCO and team
- Maintain the donor database as it relates to processing gifts; tracking prospects; managing preparation for events and donor meetings; and generating appeals and acknowledgements, including correspondence for the CDCO and Executive Office
- Information and spreadsheet management and reconciliation pertaining to goals, metrics, sensitive donor information, other projects that require attention to detail.
- Provide logistical and administrative support in the planning and execution of annual development events
- Execute project management of development activities including meetings, departments goals, and projects for the executive office and Board
- Ensure that gifts are recorded and processed in a way that reflects the donor's intentions and aligns with appropriate categorizations for appeals and funds
- Manage all development-related correspondence and mailings including, but not limited to, e-campaigns, e-communications, and e-newsletters.
- Create and develop compelling written communications, presentations and other development collateral as needed

## **REQUIRED SKILLS:**

### **Previous Experience and Degrees**

- B.A. Degree with prior project, research & administrative assistant experience required ; interest in social services, fundraising or non-profit experience proven management of projects preferred
- 3-5 years of experience in a professional setting

### **Database Management & Reporting**

- Must know Raisers Edge and assist the organization in transitioning data into a Salesforce database
- Excellent experience with Microsoft Suite --including mail merges; strong Excel spreadsheet and translations with database skills necessary
- Must be a critical thinker to develop comprehensive reports

## **Donor Relations**

- Ability to professionally interact with donors, board members, volunteers and prospects as needed in conjunction with any upcoming large efforts
- Experience with research and familiarity with Development/Fundraising tools is significant plus- Foundation Center, Lexis Nexis, Donor Search, Relationship Science

## **Communications**

- A demonstration and track record of strong writing and communications skills are a must
- Must be able to draft business materials and Powerpoint presentations

## **Project Management**

- The ability to plan, prioritize and balance the work load of several projects simultaneously in a fast-paced environment is essential.
- Capable of working in a fast-paced environment

## **ABOUT FPWA**

The Federation of Protestant Welfare Agencies (FPWA) is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 180 human service and faith based organizations that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers and strive to reduce poverty, advance upward mobility and create shared prosperity.

## **TO APPLY:**

Send cover letter and resume to [jobs@fpwa.org](mailto:jobs@fpwa.org) with subject "Development Associate."

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Federation of Protestant Welfare Agencies is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

*AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.*