



Resource Development Associate

Date of Description: February 2018

Supervisor: Resource Development Manager

General Job Description: Provide support for all major Resource Development activities at WithinReach, with a specific focus on events support and database management. Assist Chief Executive Officer (CEO) and Resource Development Manager (RDM) in operations associated with individual giving, corporate giving, special events, and donor communications.

Essential Duties and Responsibilities:

DONOR CULTIVATION + STEWARDSHIP

Assist Resource Development Manager (RDM) in developing and implementing individual donor fundraising plan, including cultivation, solicitation and stewardship activities.

- Work with RDM to grow and sustain monthly giving/evergreen program.
- Work with RDM to maintain a consistent program for donor cultivation and stewardship.
- Assist in fostering and sustaining a robust major donor program.
- Create donor profiles to share with RDM, board members and development team.
- Draft thank-you letters and emails, ensuring donors are acknowledged in timely manner.
- Ensure donors and funders are accurately acknowledged in all WithinReach communications.
- Support organizational culture to include a 'Culture of Philanthropy'.

DATABASE OPERATIONS

Manage donor database (Salesforce). Lead efforts to maintain giving information and donor lists, run reports as needed, and ensure donor data integrity.

- Enter constituent data and gifts into Salesforce.
- Create and follow gift acknowledgement process. Ensure timely acknowledgement of all gifts.
- Assist with creating reports on development activities including documentation and reporting on progress of appeal campaigns and special events.
- Create mailing lists from Salesforce for event invitations, publications, and appeals.
- Coordinate with RDM entry of tasks and follow up activities into Salesforce.
- Work with Senior Staff Accountant to create monthly reconciliation reports.
- Work with Communications on monthly Constant Contact email reconciliation in Salesforce.

EVENTS COORDINATION

Assist in the planning and execution of fundraising and donor stewardship events, including 2 annual major fundraising events, house parties (2-3/year) and program-focused events (2-3/year).

- Work with RDM, Communications, and WR Community Engagement workgroup to develop production plan for annual donor and program events.
- Manage event captains/hosts, corporate sponsors, and hosts for donor events as applicable.
- Manage volunteers for special events.
- Track guest lists, online registrations, and follow up needed for all special events.
- Lead coordination of stewardship events.
- Act as a spokesperson on behalf of WithinReach during events.

OTHER

Additional duties as assigned.

- Coordinate with Communications Team on donor-related social media and design of donor &/or event materials.
- Schedule, coordinate, and support Resource Development-related meetings.
- Support RDM with general resource development as needed/requested.
- Always represent WithinReach to other staff and in the community in a brand-aligned manner – Friendly, Informed and Responsive.
- Attend Program events quarterly.
- Work occasional nights and weekends on events.

Qualifications:

1. Bachelor of Arts degree or equivalent combination of education and experience.
2. 1-2 years' experience in Resource Development.
3. Familiarity with social media and social media fundraising strategies.
4. Experience successfully coordinating and/or supporting special events strongly preferred.
5. Experience successfully coordinating projects with multiple stakeholders.
6. High level of competence in streamlining administrative processes for continual quality improvement.
7. Commitment to WithinReach's mission and vision.

Required Skills

1. Ability to communicate effectively and with clarity, both verbally and in writing, to broad range of stakeholders.
2. Experience working with Salesforce or a comparable database preferred.
3. Proficient in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Internet Explorer.
4. Strong time-management, organization and prioritization skills.
5. Proven ability to work effectively with a wide variety of people with a customer service and donor-centered approach.
6. Ability to multi-task, manage projects from start to finish, prioritize deadlines, and work independently, as well as part of a team.
7. Flexibility and ability to adapt quickly to new/changing situations.
8. Positive and collaborative attitude while working with your peers and co-workers.

Salary: \$36,000 - \$41,000 DOE

Benefits: Excellent benefits include fully paid medical coverage, vision and dental for employees and generous coverage for spouses, partners and dependents. Paid time off and employer-matched retirement plan.

Job Location: 155 NE 100th Street, Suite 500, Seattle, WA 98125

Send Résumé and Cover Letter to: annar@withinreachwa.org. No phone calls, please.

Closing Date: Open until filled.

WithinReach is an equal opportunity employer working toward a culturally diverse work place. Applicants representing the diversity of our communities, including men and people of color, are encouraged to apply.