



## **Development Associate**

The Development Associate is responsible for prospective giving and research of Northwestern Settlement. A wide degree of creativity and latitude is expected as well as a professional demeanor and presentation. This work is essential to the success of the development team and reports directly to the Director of Development.

### *Responsibilities*

#### *Development*

- Maintain auxiliary board and Board of Directors lists and information in database and excel.
- Research donors and prospective donors
- Grant Writing
- Maintain donor database files and records
- Manage gift entry and gift acknowledgement process
- Update basic gift acknowledgement letters quarterly
- Manage the fall and spring appeal process – both in print and online campaigns
- Run weekly and monthly reports on progress towards revenue goals
- Reconcile financials monthly with accounting office
- Assist the Auxiliary Relations Committee
- Maintain list of targeted donors to move into the next level of giving
- Follow stewardship guidelines to ensure donors in your levels are stewarded as expected
- Manage in-kind donor lists and acknowledgements
- Other duties as assigned

#### *Marketing and Communications*

- Manage an external communications calendar, including online, social media and print communications.
- Manage Northwestern Settlement social media accounts, and provide troubleshooting to other programs in their social media management
- Work with data analyst to maintain Northwestern Settlement website and keep it up to date
- Create or edit materials (slide presentations, print materials, etc.) for events and meetings
- Manage the production of marketing and development materials including annual reports, program brochures, event programs, invitations, one pagers, etc.
- Coordinate with key stakeholders and vendors to produce and organize mailings of invitations, annual reports, fundraising appeals, etc.
- Oversee organizational branding, ensuring appropriate branding across programs on all printed and online materials, and act as branding police for the organization
- Manage press contacts, and write and send press releases
- Work with Community Relations Coordinator on promotion of volunteer events and acknowledgements on social media
- Work with auxiliary boards on public relations and assist in press outreach and communications as needed

- Other duties as assigned

#### *Events*

- Assist in planning Annual Meeting including managing invite list, promotion, program, RSVPs, speakers, etc.
- Assist auxiliary board members with the marketing, promotion, and night of management of fundraising events
- Assist in donor cultivation events including managing invite list, promotion, RSVPs, etc.
- Coordinate and manage photographer at Settlement and auxiliary board events including ensuring shot list is covered
- Other duties as assigned

#### *Skills and Qualifications*

- Bachelor's Degree and at least four years of full time work experience in a high functioning organization
- Exceptional writing, proofreading, and editing skills; knowledge of MS Office and CRMs
- Commitment to ethics in working with confidential and sensitive information
- High degree of professionalism and excellent interpersonal communication skills
- Knowledge of design programs including Adobe Creative Cloud – specifically InDesign and Illustrator, and Canva
- Experience in a donor database such as Raiser's Edge or Salesforce
- Knowledge of social media management tools
- Experience in email marketing program such as Constant Contact
- Knowledge of Wordpress and basic HTML
- Ability to multi-task and work in a fast-paced collaborative environment
- Commitment to Northwestern Settlement's mission and the ability to effectively communicate it to current and potential stakeholders
- Nonprofit experience a plus

#### **BENEFITS**

Comprehensive benefits package including medical, dental, vision, 401k, and paid maternity leave.

#### **HOW TO APPLY**

Please submit cover letter, resume, a writing sample, and salary requirements to [nushdevelopment@gmail.com](mailto:nushdevelopment@gmail.com).