Job Description: Development Associate

Urban Impact Description: Urban Impact's mission is to partner with families and communities to break the cycle of social, material, and spiritual poverty. We are a non-profit organization with a consistent presence in the Rainier Valley for over 25 years, addressing core urban challenges and building thriving neighborhoods. Visit www.urbanimpactseattle.org to learn more.

Position Overview: The Development Associate is a key member of the Development Team, responsible for database management, donor relations, event coordination, and assisting with donor stewardship. This position is an excellent opportunity for an energetic, organized and self-starter, who enjoys administration, problem solving, database management, taking initiative and organization.

Reports To: Executive Director
Employment Status: Full-Time Preferred
Compensation: DOE Salary Range $18-25 per hour, Full Benefits

Key Responsibilities:

• Database Management
  o Enter donations into database weekly, working in collaboration with bookkeeper (including for fiscal agent partners)
  o Create and send year-end receipts to all donors (incl. fiscal partners)
  o Establish and maintain donor database policies, ensure consistent use of database, and work with team to ensure proper use
  o Update donor database regularly to reflect donor meetings and other donor contact notes from Development Team members
  o Help manage major donor pipeline by updating donor contact/prospect lists and create materials necessary for meetings
  o Generate reports from database, analyze giving results and communicate with the Management Team and fiscal partners
  o Create giving portals on the website that will be integrated with CRM software (i.e. – Blackbaud Raisers Edge NXT) for various functions

• Fundraising
  o Support partner relationship staff and implementation of general donor efforts, including campaign donors and annual donors
  o Support strategy and implementation of monthly donor program to recruit new monthly donors and steward existing monthly donors.
  o Support employee giving and matching program efforts
  o Support development campaigns, i.e. fall & summer phone campaigns, program campaign, church relations and fiscal partner campaigns.
• **Donor Relations**
  o Send thank you letters and receipts to donors as a means to encourage donor engagement
  o Proactively contact donors and churches via phone and email
  o Pursue and respond to requests and questions from donors
  o Update credit card, funds transfers and donor information as needed

• **Event Coordination**
  o Support Annual “Hope at Work” Event and MLK Prayer Breakfast by leading and or coordinate event promotions, logistics, strategy & registration for annual fundraising and community engagement events.
  o Support the strategy and coordination of small donor events (breakfasts, lunches, open houses, etc)
  o Assist program teams and fiscal partners with fundraising events, helping brainstorm strategy and support logistics with some implementation.

• **Other**
  o Assist with grants management, support writing and application submissions
  o Assist with communications proofreading and creating collateral materials
  o Coordinate and supervise development volunteers
  o Coordinate logistics & occasionally staff display booths at various functions that Urban Impact is invited to attend
  o Support overall office management and administration, including reception of visitors and support of day to day office administration
  o Other administrative tasks as required

**Desired Characteristics:**
• 2-3 years’ experience in database management, and or non-profit fund development
• B.A. in a relevant field
• Excellent organizational and administrative skills with strong attention to detail
• Strong verbal and written communication skills
• Excellent computer skills, including proficient use of databases and Microsoft Office
• Experience with Blackbaud Raisers Edge and RE NXT database software a significant plus
• Experience in coordinating large events
• Competent in relating with people of diverse backgrounds & cultures
• Heart to serve urban demographics and neighborhoods like the Rainier Valley

**Other Requirements:**
• Agreement with Urban Impact’s Vision, Mission, Values and Statement of Faith