

**Development Associate
Job Announcement
Schofield Care**

JOB SUMMARY: The Development Associate, a part-time position, reports to the Director of Community and Foundation Relations and will implement fund raising and development programs covering annual giving, memorials, corporate giving, foundation grants, planned giving and other related areas. This includes maintaining and cultivating positive and professional relationships with current and prospective donors, families, staff, volunteers, business, government and foundation representatives. The Development Associate will perform information systems entry in databases, assist with Social Marketing and use fundraising and other software programs. Must work well with a variety of individuals, be detail-oriented, respect confidentiality associated with donor relations, and must be able to work independently and as a part of a team.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Implement and account responsibilities for the on-going management of all software databases as it relates to fundraising and constituency relations. Duties include data entry and maintenance of gifts and pledges, constituency information, reports and developing a system for management, retrieval of mailing lists and donor acknowledgement.
- Assists with project research and grant writing proposals.
- Schedule and organize meetings and events with staff and donors and record minutes as necessary.
- Assist with the writing of print and electronic communications
- Prepare fund raising and development communication and information materials.
- Edit the organization's website as directed by management.
- Represents the organization in the community in a manner that cultivates respect and recognition.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree and minimum of 3 years of related experience.
- Demonstrated computer proficiency with donor software, MS Office, including Word and Excel, and an ability to organize and manipulate database information.
- Grant writing experience preferred.
- Strong commitment to donor relations and service.
- Understanding and adherence to high standards of ethics and confidentiality.
- Excellent verbal and written communication skills
- Excellent organizational and workload prioritizing skills

Interested applicants should forward a cover letter and resume to: Rose Collins, Director of Community & Foundation Relations at rcollins@schofieldcare.org.

Feb. 7, 2018