



POSITION SUMMARY:

The Development and Communications Associate is responsible for executing a wide range of administrative, database, events, and communications functions in the development and communications department and works to support the entire development team including the Director of Development and Communications.

The Associate maintains the foundation of the department from which the team executes its critical fundraising activities and will serve as the right hand to the Director of Development and Communications. They must have interest in development as a profession and, most importantly, a willingness to learn. The Development and Communications Associate will be working in a collaborative work environment as part of a growing team and will have great exposure to all aspects of fund development and communications. The Associate must be committed to the vision of the organization and be able to articulate both the vision and mission of Community Legal Services.

RESPONSIBILITIES:

Communications, Appeals, and Social Media (approximately 30% of the position)

- Execute donor and prospect communications as planned for the year, which may include mail appeals, e-appeals, e-newsletters, press releases, annual reports, e-blasts, etc.
- Serve as production manager for the mail appeal program
- Produce lists and work with Director of Development and Communications to decide target audiences
- Provide analysis and evaluation of the appeal program
- Develop improved ways to increase effectiveness of social media and crowdfunding strategies to attract new donors
- Serve as materials manager for organization, updating any changes in forms or documents.
- Serve as blogger for organization and assist in developing web content
- Draft and edit communications copy (e.g. press releases, publications, social media posts)

Database Administration (approximately 25% of the position)

- Serve as lead staff managing the donor software program. Conduct gift-tracking and assist with donor acknowledgement letters. Ensure accurate record-keeping of contributions.
- Responsible for upholding best practices in database administration
- Develop custom reports and provide analysis. Produce financial and evaluation reports.

Major Gifts and Individual Giving (approximately 20% of the position)

- Record data in the moves management system for monitoring the prospecting, stewarding and solicitation major individual donors
- Produce reports and analysis to prepare the Director of Development, Executive Director and Board members for major donor stewardship and solicitations
- Screen potential prospects in the database. Conduct prospect research
- Ensure accurate record-keeping and acknowledgement of contributions
- Provide staff support to the Board Development Committee

Special Events (approximately 22% of the position)

Coordinate fundraising or cultivation events as planned for the year. Responsibilities can include :

- Follow the work plan and timeline for the year for events
- Coordinate invitation production, emailing or mailing, manage RSVP database
- Place follow-up sales calls to table and or ticket buyers if needed
- Draft solicitation letters to vendors, donors, and related correspondence
- Create flyers, signage, program booklets, or any other printed material as needed
- Secure bids from and select caterers, printers, designers, florists, etc. Serve as liaison.
- Work with finance staff to produce financial reports
- Maintain files and oversee correspondence
- Produce evaluative reports

Other (<3% of the position)

- Serve as an articulate, passionate, and visible spokesperson for the organization in the Phoenix community
- Attend and actively participate in required educational programs, departmental meetings and staff meetings
- Protect the organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations
- Perform other duties as assigned

QUALIFICATIONS:**Education**

- A Bachelor's degree is required
- Demonstrated pursuit of continuing education in the field of development and philanthropy

Experience and Skills

○ 2-3 years of administrative experience required, including event coordination, database management, and office administration.

○ Previous fundraising and graphic design experience in addition to Spanish language bilingual candidates will be given priority consideration.

○ Basic understanding of nonprofit fundraising principals required

○ Experience working with a board or volunteers as fundraisers helpful.

○ Experienced with Microsoft Office required.

○ Proficiency with fundraising software.

Full Time Position

Salary commensurate on experience

Comprehensive benefits package including medical, dental, vision, vacation time, sick time and holiday pay.