

Development Associate

Tri-State Food Bank, Inc.

Classification: Full-time, exempt

Department: Administration

Reports to: Development Director

Salary range: Commensurate with experience. Compensation also includes individual health insurance, life insurance, PTO, and retirement contribution.

Job Summary

The Development Associate provides administrative support to the fundraising, marketing and public relations functions of the organization. The primary areas include grants administration, direct mail campaigns, capital campaigns, corporate gifts, public/donor relations, marketing, social media, volunteer development, database management, and special events.

Duties and Responsibilities

- Grants Administration: Assist with researching, assembling and delivering grant applications and managing follow-up processes including status and final reports.
- Direct Mail: Assist with managing direct mail campaigns. Assist with entering donations into the donor software system, generating thank-you letters and other correspondence, and tracking and analyzing campaign results.
- General fundraising: Assist with securing corporate gifts and sponsorships, and help oversee and manage online giving.
- Public/Donor Relations: Assist with developing and maintaining positive relations with donors and the general public through written correspondence, press releases, and social media.
- Volunteer Development: Assist with managing the online volunteer signup schedule and recruiting volunteers.
- Database Management: Assist with maintaining the donor database (Donor Quest) and work closely with the Development Director and Bookkeeper to reconcile amounts and categories.
- Graphic Design: Assist with designing flyers, brochures, annual reports and other in-house mail pieces.
- Special events: Assist with the planning and execution of in-house fundraising events and assist with other events (food drives, volunteer blitzes, etc.) working closely with the Operations Director and engaging the Board of Directors.
- Other development and fundraising duties as assigned by the Development Director.

Qualifications

A deep commitment to the mission of Tri-State Food Bank to end hunger in our community. Experienced administrator with exceptional organizational skills, attention to detail, a team player and goal-driven attitude. Must be proficient in using donor software, Microsoft Excel, Word, Outlook, Publisher, PowerPoint, and possess strong graphic design skills.

To apply: Send cover letter and resume to: Development Associate Search; Attn. Glenn Roberts, Executive Director; 801 E. Michigan Street, Evansville, IN 47711