

Heart of the Valley, Inc.

Job Description

Job Title:	Development Associate	Date: 2/12/2019
Work Hours = 8 hours per day 5 days a week. (40 hours per week) Able to work some weekend days, as needed		Wage/Salary: DOE Exempt Status

BRIEF JOB SUMMARY: The Development Associate provides assistance to the Director of Annual Giving and the Executive Director on all aspects of fundraising activities for the Heart of the Valley, with efforts directed toward ensuring a broad base of funding resources that assures adequate funding for shelter operations, services, programs and special projects.

THE OVERALL STRENGTH LEVEL OF THIS JOB IS: LIGHT

(Light Duty is considered 25 lbs. or less)

Essential Job Functions: *(include the following. Other duties may be assigned.)*

Special Events

1. Assists the Director of Annual Giving with the planning and execution of fundraising events including Dog Ball, Donor Appreciation Lunch, Snowshoe Shuffle, house parties, etc.
2. Manages mobile bidding system for special events including developing the site, managing reports, tracking RSVPs, etc.
3. Coordinates with and provides support to event planning committees; supports the Dog Ball committee, keeping meeting minutes, tracking RSVPs, sponsorships, etc.
4. Coordinates third party fundraising events. To include volunteer recruitment and training, preparation of materials and correspondence with host.
5. Represents the organization at community events and fundraisers when requested. Will be expected to work some evenings and weekends.

Grant Management

1. Research, identify, and assists with stewardship of foundation prospects.
2. Under the guidance of the Director of Annual Giving, tracks grant proposals and manages reporting requirements.

Annual Fund

1. Supports efforts to increase annual fund base through direct mail, online giving and renewal strategies.
2. Under the guidance of the Director of Annual Giving coordinates production and distribution of print and electronic fundraising materials such as direct mail pieces, newsletter, brochures etc. and tracks, records and acknowledges gifts received through all mediums. .
3. Posts “staff favorite” and “thankful Tuesday” weekly social media posts.
4. Manages the “Donate” section of the website, ensuring that all information is accurate and current. Contributes to social media in an effort to raise awareness of various opportunities to support HOV.

Revenue Tracking

1. Maintains donor database, including overseeing volunteer efforts, data entry, and preparation of reports for the Director of Annual Giving, Major Gift Officer, Executive Director and Board of Directors.
2. Responsible for timely/prompt acknowledgement process for all donations to Heart of the Valley. Receives all monetary donations, enters them in donor log and codes them as appropriate for Bookkeeper. Prepares all revenue deposits (development and operations revenue) and reconciles the accounts receivable.

Community-based Revenue Development

1. Oversees Animal Bank giving program. Includes assisting volunteers and volunteer stewardship as well as income tracking and business partnership management.
2. Works with the Director of Annual Giving to coordinate HOV's efforts in the Give Big Gallatin Valley campaign including data management, volunteer management, off-site campaign activities.
3. Serves as contact for Montana Shares workplace giving campaign; communicates and coordinates with the Director of Annual Giving to ensure campaign activities are completed throughout the year.

Development volunteer oversight

1. Oversees office database volunteers. In coordination with the Volunteer Manager, develops appropriate volunteer structure to carry out the fundraising activities such as third-party fundraisers and special events to support the goals of HOV.

Office Support

1. Provides general office support including maintaining office equipment, supplies, word processing.
2. Provides support to the Executive Director as needed for board meetings, retreats, etc.

Qualification Requirements: *(To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)*

1. College degree preferred in English, communications, marketing, business, or other related field.
2. Fundraising knowledge including basic fund raising principles and techniques.
3. Ability to oversee production of print materials and coordinate direct mail solicitations.
4. Demonstrated program management knowledge to include special event planning and production, as well as building and maintaining a donor database.
5. Proficiency with Microsoft Office software, specifically Word, Excel, required; familiarity with donor databases preferred.
6. Ability to train and effectively direct the activities of volunteers.
7. Excellent communication skills. Poise under pressure, experience dealing with vendors and/or donors is a plus.

Special Machines, Tools, and Equipment Used: Computers, standard office equipment.

I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive of the duties I will be required to perform.

Signature: _____

Date: _____

Employment Disclaimer: *This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*