Tabor Community Services

**Job Description**

Equal Opportunity Employer

**Job Title:** Development Associate

**Date Written/Revised:** 7/29/19

1. **Basic Functions:**

Assist Tabor’s development department in a variety of functions, balancing duties related to, marketing, fundraising, volunteer coordination, grant writing, and event planning and logistics

1. **Essential Functions:**
   1. Assist the Development Department
      1. Storytelling: Conduct interviews and write content to be used in both print and digital media
      2. Event Logistics: Helping with planning, organizing, and promoting events, including collecting reservations and sponsorships
      3. Writing fundraising appeal letters
      4. Process donations, creating customized thank you letters
      5. Update and maintain donor management system records
   2. Develop and coordinate an agency-wide volunteer program
      1. Includes onboarding new volunteers through a standardized orientation
      2. Creating and facilitating new volunteer opportunities
      3. Tracking volunteer contributions
   3. Assist the senior grant writer
      1. Research potential new grant opportunities
      2. Support initiatives for collaboration with other agencies
      3. Contribute to grant writing for all of Tabor
2. **Other Functions:**

Assume other responsibilities assigned by the Development Manager

1. **Supervision Received:**

Reports to the Development Manager

1. **Supervision Exercised:**

Responsible for volunteer management

1. **Minimum Knowledge, Skills, and Abilities**:
2. Education – Bachelor's degree in communications, marketing, English, writing, or related field or 4 years relevant experience.
3. Excellent writing skills, able to adapt style based on particular duty (e.g. marketing vs. grant writing)
4. Comfortable interacting with and coordinating volunteers
5. Flexible and adaptable: Depending on the department needs throughout the year, day-to-day job functions will vary greatly
6. Excellent time management skills, balancing and prioritizing multiple projects at one time
7. Highly detail oriented – whether coordinating a variety of volunteer projects, or collecting registrations for events
8. Able to work both independently and as a part of a team
9. Fluency in speaking and writing English is required
10. Strong computer skills with proficiency in MS Word, Outlook, Excel, and data management systems essential
11. Commitment to Tabor’s Core Values.
12. Sensitivity to the cultural and socioeconomic realities of those served.
13. Commitment to the principle that everyone has strengths including the capacity to grow and change.
14. An approach to service that is trauma-informed, recovery focused, and empowers people to resolve their own challenges to the fullest extent possible.
15. Ability to establish a respectful relationship with persons served to help them gain skills and confidence.
16. Ability to work collaboratively with other personnel, service providers and/or other professionals.
17. Ability to set appropriate limits and maintain professional boundaries.
18. Current/valid driver’s license and a vehicle that is registered, inspected, and insured, or access to reliable transportation.
19. **Work Environment and Physical Requirements**
20. Sitting for extended periods, frequent walking, standing, reaching with hands and arms, use of hands and fingers for phone and keyboard
21. Regular computer usage
22. Regular talking and hearing
23. Some lifting and/or moving up to 20 pounds
24. Visual acuity (with or without corrective lenses); close vision, distance vision, and ability to adjust focus
25. Working conditions are generally indoors with periodic exposure to weather to travel to meetings
26. Capacity to use stairs is required to potentially assist volunteers to exit the 5 story TLC building in the event of an emergency or other times when the elevator cannot be used
27. **Classification:**
28. This position is classified as: “Regular Full-Time Employment – Staff members who work 40 hours per week, year round. They are eligible to receive all benefits once they have met requirements described in Personnel Policies Handbook.”
29. This position is non-exempt from overtime and paid on an hourly basis.
30. Some night and weekend hours will be required

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tabor Community Services.

Employee Signature: Date:

*Equal Employment Opportunity*

Tabor Community Services is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.