

Development Associate

Position Summary: The Development Associate provides administrative support to the Preserve's development office, is responsible for database management, and oversees recruitment and retention of the Preserve's 1,500 memberships.

Scope and Impact: The Development Associate is an integral part of the Preserve staff and the development office. The position is responsible for database management, entering and maintaining records, corresponding with donors and members, and participating in all fundraising activities including direct mail appeals, membership recruitment and renewals, and special events.

Responsibilities

- Manage and maintain the confidential donor database. Continually update and correct database records. Support others in the use of Raiser's Edge software.
- Process all charitable contributions including donations, in-kind contributions, tribute and memorial gifts, memberships, grants, event proceeds, and matching gifts, prepare deposit slips and balance accounts receivable.
- Prepare acknowledgement letters, membership cards and other correspondence.
- Oversee fulfillment of membership, sponsor, and donor benefits.
- Manage lists including membership, mail, email, invitation and prospect lists
- Coordinate mailings, including invitations, appeals, newsletters and membership renewals.
- Create queries, exports, and reports from Raiser's Edge and analyze results.
- Assist in the coordination of development office volunteers.
- Attend fundraising and outreach events as assigned and assist with event materials, preparation, registrations, banks, set-up, and clean-up.
- Coordinate database updates and keep current on advances in database management software.

Requirements/Qualifications

- Two or more years experience in gift processing and database management, Raiser's Edge preferred.
- Two or more years of experience in non-profit fundraising and/or non-profit membership activities.
- Must be able to cultivate and maintain member, donor, and staff relationships.
- A demonstrated ability to record and report information clearly, concisely and accurately.
- Must be highly organized and detail-oriented.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office Suite including Word, Excel, Outlook and PowerPoint.
- Must have outstanding customer service skills.
- Can work independently as needed and be able to work well as part of a team.
- Must be able to maintain donor confidentiality.
- Familiarity with a variety of software programs, applications and social media a bonus (e.g. Constant Contact, Mail Chimp, Facebook, Twitter, Word Press).
- Familiarity with Bucks County philanthropy, business and history is preferred.
- Bachelor's degree preferred.

Work Schedule

This is a fulltime position, Monday through Friday, with occasional weekend and evening work required.