



## Employee Job Description Resource Development Associate

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<b>Department:</b>	Advancement
<b>Supervisor:</b>	Resource Development Manager
<b>FLSA Category:</b>	Non-Exempt
<b>Position Status:</b>	Full-time, 9/8/80
<b>Supervisory Role:</b>	No
<b>Annual Salary:</b>	Based on experience and qualifications
<b>Primary Office Location:</b>	Central, Hybrid work schedule

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### **Position Objective:**

The Resource Development Associate's role is to help the department reach its annual revenue goals through a combination of prospect donor identification and qualification, donor stewardship, cultivation, giving campaigns, and event planning.

### **Essential Duties and Responsibilities:**

Under the supervision of the Resource Development Manager, the Resource Development Associate is responsible for the following.

#### Donor Cultivation and Stewardship:

- Make thank-you calls with a focus on stewardship as well as qualification and cultivation, prepare donor packets, help to create a predisposition for donors.
- Responsible for tracking donor communication in CRM.
- Assist with content for monthly newsletters and other donor communications.
- Develop and implement donor engagement & donor communication calendar.
- Seek opportunities for site tour experiences for donors & funders.
- Attend chamber and civic events with the goal of finding new donor prospects.
- Assist Vice President of Philanthropy and Community Engagement, and Resource Development Manager as needed in managing major donors via qualification and outreach. ie, correspondence, tracking gifts, phone calls, etc. and providing strategic input and support on moves management process.

#### Fundraising:

- Manage direct mail appeal, achieve fundraising goals, track results and prepare reports.

- Assist Resource Development Manager with Dreambuilder event fundraising including sponsorships, procurement, and ticket sales.
- Assist with development of annual fundraising plan & calendar (individual-focused).
- Assist the team with the development of fund development strategies and assist with any follow up items.

Events:

- Dreambuilder: Lead for event logistics including vendors, sponsorships, procurement, acknowledgments, invitations, registration, program content, décor, and volunteers.
- Track and coordinate all individual giving campaigns.
- Primary/lead staff person for opening celebrations logistics, and the ability to work with all departments.

**Requirements/Qualifications:**

- BA degree or equivalent with 2-3 years of resource development (fundraising) experience.
- Demonstrated experience with fundraising database software (*Raiser's Edge* or *Salesforce Preferred*.)
- Ability to write stories and letters that effectively share impact and motivate donors to give.
- Very strong attention to detail, managing multiple priorities, and meeting deadlines.
- High level of interpersonal skills to handle sensitive and confidential situations, and to interact confidently with donors, staff, volunteers, and vendors at all levels internally and externally
- Ability to take initiative in identifying and solving practical problems.
- Team focused individual who embraces our mission, overall department goals, and willing to participate in its successes.
- Excellent grammar, spelling punctuation, and business writing skills.
- Flexible with hours based on department needs – minimal nights and weekends.
- Proficient with Microsoft Office Suite (MSWord, Excel, and PowerPoint) plus Internet research.
- Valid driver's license and regular availability of an insured vehicle to travel within the San Diego County area.

CHW is a flexible workplace, providing our staff the balance of in-office collaboration time with peers with working from home. We are maximizing the connect and collaboration time with a set day in the office for our positions that work a hybrid schedule. This supports our business needs and our staff work/life balance.

**Benefits:**

CHW offers employees generous benefits, including:

- Medical, Dental and Vision Plan
- 401(K) with company matching contributions
- Life Insurance, Short- and Long-Term Disability

- FSA (Flexible Spending Account)
- Generous Paid time off
- 12 Paid holidays
- Hybrid Workplace
- Wellness and Work Life Balance
- Opportunities for Professional Development
- EAP (Employee Assistance Program)
- Free Gym Access
- Paid Time Volunteer Opportunity
- Company-Wide Events

### **Additional Benefits**

In addition to those benefit outlined above, CHW employees have access to a variety of other benefits to customize a benefit package that meets their individual needs. Examples of these benefits include Identity Theft Protection, Hospital Indemnity, Accident or Critical Illness Insurance, and ID Legal Shield Services Plan.