

Full-time Employment Opportunity

Position: Fund Development Associate

Summary: Responsible for administrating and expanding DuPagePads donor relationships, partnerships and major gifts cultivation through innovative and creative stewardship practices, integrated agency communications, and assistance with special event fundraising activities.

Reports to: Vice President, Development

Responsibilities:

1. Demonstrate a commitment and passion for serving the mission of DuPagePads.
2. Operate within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
3. Be an active participant on the development team designing and implementing strategic objectives designed to increase fundraising and agency support through individual giving, community partnerships, private grant funding and revenue from annual fundraising efforts.
4. Monitor and maintain the strong integrity of the donor database with policies that assure the timely recording, accuracy, and security of all donor gifts and stewardship information.
5. Establish an annual Pads Partner & Major Gift marketing plan in cooperation with the Marketing and Communications Manager that conveys the agency's mission and vision to increase brand awareness, ensure consistency of message, and advance positive and meaningful relationships with prospects and donors.
6. Maintain Pads Partner/major donor filing system including an acknowledgement and reporting system, calendar and monitoring/tracking Partner communications.
7. Provide quarterly unique communications to Pads Partners to maintain continued support and involvement.
8. Identify, research and evaluate potential individuals, organizations, congregations and corporations for major gift opportunities, including new prospects and current donors.
9. Facilitate a moves management tracking system to design and implement strategies to cultivate current donors and increase giving.
10. Coordinate marketing and donor cultivation programs and events, i.e. Pads Partner appreciation events, donor education programs and major prospecting venues.
11. Collaborate with Volunteer Coordinator to recruit volunteers and necessary support for partner/donor stewardship events.
12. Participate in the development of proposals and solicitation for new and existing programs.
13. Collaborate with Special Event Manager to support special events and identify gift opportunities.
14. Advocate for increased community education, relationships, and solutions to benefit our client population.
15. Participate in development and supervision meetings, and staff meetings.
16. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Self-motivated and highly organized with ability to meet deadlines and synthesize information quickly.
2. Strong interpersonal and communication skills.
3. Strategic and creative thinker with strong problem-solving skills.
4. Familiar with established marketing concepts, procedures, and trends.
5. Excellent oral, written, and interpersonal communication skills.
6. Working skill in design and layout of print materials.
7. Service-oriented focus with knowledge of the population served and the potential donor market.
8. Proven ability to prioritize and perform multiple tasks, with attention to details and deadlines.
9. Computer literacy in donor database management and Microsoft Office Suite products (Word, Excel, Power Point, etc)
10. Ability to manage budgets and monitor fundraising goals.
11. Ability to think innovatively and conceptually and adapt easily to change.
12. Ability to work independently and with team members.

Qualifications:

1. Bachelor's degree or experience equivalent in fundraising, marketing, communications, data management, or another related field preferred.
2. Minimum of 3-5 years of experience in multiple areas of fund development or sales; preferably at a nonprofit organization, or an equivalent combination of training and experience.
3. Proven experience in donor prospecting and content writing.
4. Demonstrated skills, knowledge and experience using fundraising or CRM software, and administering donor data and dashboards.

Other:

1. Provide own transportation.
2. Willing to work occasional evenings, weekend hours and special occasions.

Classification Status: Full-time Non-exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Development Associate" in the subject line.

