



JOB DESCRIPTION

Job Title:	Development Associate
FSLA:	At-Will, Non-exempt/hourly WC
Department:	Alliance for Medical Outreach and Relief (AMOR)
Reports to:	Executive Director
Hours:	Monday – Friday, 8:00 a.m. – 5:00 p.m., with afterhours as needed. May require working evenings and weekends to attend events.
Websites	www.AMORelief.org
To apply:	To be considered for this opportunity, please email your cover letter and resume, to: dwitcher@amorelief.org
Compensation:	<i>Commensurate with experience. Exceptional benefits package, including health, dental, vision, retirement and daycare benefits.</i>

Alliance for Medical Outreach and Relief (AMOR) is a 501(c) (3) community benefit organization that works strategically to build healthier communities in areas of concentrated poverty.

Job Summary:

The Development Associate supports the Executive Director in creating efficient and compelling opportunities for AMOR's donors making the experience of giving satisfying and rewarding. The Development Associate will be involved with stewardship activities related to nonprofit fundraising—such as events, campaign and relationship management—public relations and marketing.

Essential Accountabilities:

General

- Supports the values and mission of AMOR.

Strategy and Planning

- Assist with creating and implementing the development and marketing annual work plans.
- Maintain a fundraising and marketing calendar and timeline.

Events & Campaigns (40%)

- Supports the planning, coordinating, and following up of events, such as AMOR's annual gala, the Central Valley Woman's Conference, and other events.
- Coordinates the production and implementation of special campaigns, such as AMOR's HerTime Initiative and 2-3 appeal campaigns each year. e.g. A Year End appeal and Mother's Day appeal.
- Assist as needed with capital campaigns for new projects.
- Works with the Executive Director in creating sponsorship programs for events and campaigns.

Donor Relations Management



- Manages and maintains the Blackbaud e-Tapestry donor database. Designs and runs reports.
- Records donations on an ongoing basis in the donor database and generates acknowledgments and thank you letters within one week of donation.
- Ensures that e-Tapestry is fully utilized and generates timely and relevant reports (monthly and on an as needed basis) in order to monitor and evaluate all fundraising activities to monitor progress on that the fundraising goals.
- Implements development plans with the AMOR team to engage donors in accordance with ethical fundraising principles.

Communications

- Ensures that all communications are
 - conducted in accordance with AMOR's brand identity and standards,
 - conducted with AMOR's organizational messaging and strategic direction, and
 - directed towards appropriate audiences.

Grants

- Assists in grant research and tracking.

Professional Development

- Maintains membership with the Association for Fundraising Professionals (AFP) and actively participates in the local AFP Chapter.
- Remains competent and current through self-directed professional reading, develops professional contacts with colleagues, attend professional development courses, and attend training and/or courses required by Director of Development or Executive Director.

Minimum Requirements:

To be successful in this position an individual will be able to perform each job responsibility satisfactorily. These requirements represent the knowledge and skills necessary to achieve satisfactory job performance.

- A commitment to the mission of AMOR and ability to integrate and foster AMOR's corporate culture and mission.
- Fundraising and/or marketing experience.
- Ability to assist in the creation and execution of a variety of fundraising events.
- Exceptional writing and excellent oral communication skills.
- Highly organized, thorough, and detail-oriented.
- Ability to prioritize and manage several projects at once, and follow through with minimal direction.
- Flexibility in varied job assignments.
- Willingness to pitch in when/where needed.
- Upbeat, positive attitude and good sense of humor a plus.



- Solid professional computer experience with Word, Excel, Power Point, Publisher, Outlook and internet tools.
- Desktop publishing experience.
- At least two years' experience working in an office environment.
- Must be comfortable in a variety of cultural and religious atmospheres always maintaining respect for diversity.
- Must represent the organization respectfully and professionally within the community.

Strongly Preferred:

- Bachelor's degree
- Fluent in Spanish
- Advanced computer knowledge of Excel.
- Project management experience.
- Knowledge and experience with managing a fundraising database
- Familiarity and experience with WordPress.
- Familiarity and experience with Google analytics and Google Ad Words.
- Familiarity and experience with Adobe Creative Cloud/Photoshop/Indesign.

Supervisory Responsibility:

None

Work Environment:

- This job frequently operates within the professional office environment and routinely uses a vehicle to transport between sites. Regular and consistent use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is not loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Example: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds



Position Type/Expected Hours of Work:

- Example: This is a full time at will position, and work hours are typically Monday through Friday 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as department needs demand.

Travel:

- Example: Travel is primarily local within the city of Fresno and Clovis, with some travel to Mendota, CA.

Additional Eligibility Qualifications

California Driver's License and personal vehicle

Work Authorization:

- Must be eligible to work in the United States

This job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties and responsibilities. Job incumbents may be asked to perform other duties as required.

Employee Name: _____ **Date:** _____

Employee Signature: _____