



JOB DESCRIPTION

Job Identification

Job Title: Development Associate
FSLA: Non-exempt
Department: Alliance for Medical Outreach and Relief (AMOR)
Reports to: Executive Director

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.

Schedule: May require working evenings and weekends to attend events.

Compensation: This is a paid fulltime non-exempt position with generous benefits.

Please visit: <http://www.AMORelief.org> for more information.