Position: DEVELOPMENT ASSOCIATE

Description of Position:
The Development Associate is a full-time exempt staff position whose primary responsibility is to provide development and stewardship support to the President and Vice President – Philanthropic Services. S/he works as an integral part of the Foundation’s advancement and stewardship team to design and implement donor research, tracking, and reporting; maintain the Foundation’s customer relationship management database; and execute development events.

Reports To: President

Primary Duties and Responsibilities:

- **Major Donor & Annual Fund Activity Management**
  - Identify and research potential new donors to the Foundation including operating, special initiatives, and Old Bill’s Fun Run Co-Challengers.
  - Monitor current donors, identifying opportunities for growth, and coordinate ongoing contact and correspondence.
  - Track Co-Challenger giving and unrestricted donations, providing regular reporting thereon.
  - Assist with managing and tracking the solicitation and acknowledgment process for major donors in concert with the President and VP - Philanthropic Services.
  - Work with advancement team to plan and execute fundraising specific events, including Co-Challenger and Board alumni functions.

- **General Fundraising and Grant Writing**
  - Manage and maintain the Foundation’s stewardship calendar.
  - Create and maintain iPhi CRM records and donor files in accordance with the Foundation’s recordkeeping policies.
  - Research potential donor prospects and connections to staff and board.
  - Prepare donor lists and mailing lists as needed for recognition and outreach.
  - Identify foundation prospects and write and submit foundation and corporate grant proposals and subsequent reports.
  - Work with Director of Marketing & Communications to create additional fundraising collateral when necessary.

- **Other**
  - Assist President and VP - Philanthropic Services as needed.
  - Maintain donor contact information.
  - Integrate database information with fundraising projects.
  - Serve as back-up for the Officer Administrator.
  - Support other staff members in achieving the Foundation’s mission.
  - Serve as a professional representative of the organizations.
**Skills/Experience Required:**
- Work experience and familiarity with nonprofit organizations, including 2+ years of experience in development and donor relations.
- Experience in research and data analysis.
- Excellent computer skills and aptitude, including proficiency in word processing, spreadsheets, and database systems.
- Ability to learn specialized nonprofit management software.
- Strong organizational skills, attention to detail, and ability to prioritize and manage individual workload.
- Excellent interpersonal and communication skills, both written and oral.
- Ability to exercise good judgment and solve problems independently.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees and donors.
- Flexibility: able to adjust activities and priorities and take on new responsibilities.
- Intense commitment to the mission and work of the Community Foundation of Jackson Hole.
- Impeccable moral and ethical standards and conduct.