



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.