



Development Associate

JOB DESCRIPTION

Hours: Full Time
FSLA Status: Non-Exempt
Reports to: Development Director

Bo's Place exists to enhance the lives of those who have experienced the death of a loved one. A non-profit, free-of-charge bereavement center, Bo's Place offers multiple grief support services for adults, children, and families, and provides education and resources for those who assist people in grief. Bo's Place operates on the belief that it is helpful and healing for those who are grieving to share their stories, memories, experiences, thoughts, and feelings with those who can understand their journey. Bo's Place offers the only free on-going grief support program in the greater Houston area for children and their families.

Bo's Place seeks an organized, energetic Development Associate with a heart for our mission to assist in our fund development programs. This position reports to the Director of Development and supports donor cultivation and stewardship activities, helps manage our Donor Perfect data base, assists in other annual and special campaigns, and participates in donor and member events. Some weekend and evening hours are required.

JOB SUMMARY

The primary role of the Development Associate is to provide support to the Development Director and Department. He/she should be able to work both independently and collaboratively. The Development Associate will help plan, organize, and implement procedures for improving the development support functions. The Development Associate follows the mission, goals, and objectives of Bo's Place as adopted by the Board of Directors.

RESPONSIBILITIES

General Duties:

- Assists in implementation of an operational development plan.
- Executes direct mail campaigns, including pulling mailing lists, mail merge, running letters, overseeing assembly/mailing of letters.
- Assists with execution of special events (Hearts of Hope luncheon, Hats, Hearts & Horseshoes spring event, and others as approved by Board of Directors), tasks include but are not limited to packaging of promotional and printed materials, pulling mailing lists, mail merge, running letters, overseeing assembly/mailing of letters/invitations and maintaining accurate host committee, underwriting and RSVP/guest lists.
- Acts as development office liaison to Volunteer Department for securing and oversight of volunteer support for development needs and providing support for volunteer-based



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- outreach/fundraising activities as necessary (Marathon Run for a Reason program and Holiday Meals). Tracks volunteer hours for development activities and reports hours to Volunteer Department for tracking in volunteer database.
- Responds to inquiries from organizations donating tickets (sports, cultural, etc.) and works with Program Staff to ensure good stewardship of donations.
 - Responds to inquiries about general and event donations, under the direction of the Development Director.
 - Provides support to Program and Administrative Staff in updating the Amazon Wishlist for program and administrative supply donations.
 - Provides outreach support in for community fairs and encourages community collaborations to increase support.
 - Serves as a representative of Bo's Place as needed when outside groups are on campus and request a tour.
 - Compiles donor information and works with Development Director on content for Annual Report, and other projects as necessary.
 - Runs reports in donor database (Donor Perfect) for departmental purposes (mailings, reconciliations, listings, etc.).
 - Provides support to all departments in the creation of online registration and donation pages via online donor software (Weblink/Donor Perfect).
 - Provides logistical support for administrative functions (i.e. Board Meetings, Development Committee Meetings) as needed.
 - Assists with developing and coordinating an advocate friends group. Duties include developing a calendar of events that incorporates both social and fundraising activities to meet the annual budget goal.
 - Answer questions, provide research, fulfill website requests, and manage any specific needs of constituents and staff.
 - Work with Director of Development and other staff to plan and implement special appreciation events and activities for major donors and prospects.
 - Assist Development Director with donor solicitations and campaigns
 - Pursue professional development training in fundraising.

General Administrative Support:

- Responsible for ensuring that all gifts, including in-kind donations, are correctly recorded in donor database (Donor Perfect) and acknowledged in a timely manner.
- Responsible for developing files and/or notebooks with development and events materials and correspondence.
- Responsible for ensuring tax receipts are sent to donors at calendar year end.



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- Responsible for ensuring all matching gift paperwork is timely completed and gifts tracked and processed.
- Responsible for ensuring all donations requiring online verification are timely completed and gifts tracked and processed.
- Responsible for working with all departments to make sure in-kind gifts are tracked and processed.
- Responsible for maintenance of donor database (Donor Perfect) and files.
- Under supervision of Development Director, responsible for monthly reconciliation with Finance Director of donor database (Donor Perfect) to the financial database (Quick Books).
- Responsible for preparation of Development Committee materials, including but not limited to weekly giving updates, reconciled monthly development report for committee meetings and special donation reports.
- Provides Communications Director with appropriate materials for social media and electronic communications revolving around development related functions.
- Other duties as assigned or requested.

QUALIFICATIONS

- Bachelor's degree.
- Two or more years of non-profit fundraising required.
- Strong working knowledge of computer software for word processing, spreadsheets, and mail merge (MS Word, Excel, PowerPoint).
- Experience with donor database software and willingness to learn DonorPerfect (system used by Bo's Place).
- Familiar with operation of general office equipment.
- Flexible, supportive, helpful attitude while working with a variety of staff, donors, and volunteers.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Resourceful and demonstrates initiative.
- Must be a team player who works well with others, while also maintaining the ability to work independently.
- Integrity, warmth, positive outlook, compassion, and a good sense of humor.

GENERAL INFORMATION

This is a full-time non-exempt position of 40 hours per week with additional evening and weekend hours as necessary to accomplish fundraising and special event objectives. The Development



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Associate must maintain a professional appearance, be able to work well with members of the Board of Directors, volunteers, other staff, and members of the community.

PLEASE EMAIL RESUME TO: info@bosplace.org



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