



Development Associate Job Description

General Description

The Development Associate manages First Choice fundraising events, assists with donor relations and accomplishes administrative functions that serve the ministry as a whole.

Reports to: Executive Director

Qualifications & Expectations

1. A committed Christian who has and demonstrates having a personal relationship with Jesus Christ as Savior and Lord. (John 3:16; Matthew 7:16&20)
2. A regular attender/member in good standing of a local, Bible-believing church. (Acts 2: 42-47; Hebrews 10:24-25)
3. Strong commitment and dedication to the sanctity of human life and sexual activity within the confines of marriage (Genesis 1:27; Psalm 139:13-16; I Cor. 6:18-20)
4. Agreement with and willingness to uphold the Statements of Faith and Principle and policies of the center.
5. Have a bachelor's degree, or related experience equivalent.
6. Prior experience in office and computer operations.
7. Proficiency in Microsoft Office software.
8. Excellent organizational skills and ability to manage multiple tasks concurrently.
9. Self-motivated, dependable and displaying strong follow-through with details and tasks.
10. Skilled in interpersonal communication, public speaking, trouble-shooting and problem solving.
11. Ability to organize teams and work with a variety of staff and volunteers to execute events.
12. People skills including social graces, communication, language and friendliness.
13. Flexible and able to multi-task and manage a variety of tasks.

Responsibilities

1. Administration
 - a. In conjunction with the Executive Director, prepare an annual operating plan for ministry fundraising events and donor communications.
 - b. Report the progress, effectiveness, and efficiency of fundraising events conducted by the ministry; identify problems in meeting objectives and recommend solutions.
 - c. Develop and maintain a working knowledge of computer software programs specifically designed to facilitate accurate donor information and ensure information is current, accurate, and timely.
 - d. Enter donors and donations in database.
 - e. Receipt financial and in-kind donations.
 - f. Ensure ministry mailings are prepared by recruiting and supervising volunteers.
 - g. Answer incoming client calls when other staff are unavailable and be the first contact when a donor calls.
 - h. Collaborate with direct mail consultants, preparing mailing list and other responsibilities.
 - i. Accept assignments not specifically delineated above as requested by the Executive Director.
 - j. Communicate significant gift information to Executive Director for personal follow-up.
2. Public Relations and Development
 - a. Represent First Choice to community groups to enhance development efforts of the ministry.
 - b. Speak in churches on Sanctity of Human Life Sunday.

- c. Work closely with the Executive Director to develop the ministry's public relations and marketing efforts including, but not limited to promotional brochures, social media, and websites.

3. Fundraising Events

Sanctity of Human Life Sunday/Baby Bootle Boomerang, Golf Shoot-Out and Banquet

- a. Manage the planning and execution of each event.
- b. Oversee scheduling of all meetings related to each event.
- c. Work with Executive Director to develop strategies for timely announcements, publicity, and promotion of all events.
- d. Supervise event volunteers when applicable.

I have read and understood the responsibilities expected in the above job description.

Employee Signature: _____

Date: _____