



POSITION DESCRIPTION

Title: Development Associate

Department: Marketing & Development

Reports To: Director, Marketing & Development

Position Overview: Supports the work of AJLI by designing, implementing and tracking specific fund development opportunities and programs for Association-wide community impact and serving as a resource for the Association and for Junior Leagues in the area of fund development.

Responsibilities and Essential Functions:

- Works collaboratively with the Marketing & Development Director and department staff and other staff throughout AJLI to:
 - research, acquire and cultivate funding resources (foundation/corporation/individual) available to the Association/The Junior League.
 - Contribute to the design of and implement a comprehensive development program and complementary marketing strategies.
 - research/aid in the selection of, establish and maintain donor database; track all fund development activities.
 - develop criteria/program for Mission-based sponsorship, event-based sponsorship and award-based sponsorship opportunities.
 - determine progress of fund development strategy/initiatives and capture lessons learned.
- Completes special projects as assigned.
- Provides technical assistance to Junior Leagues in all aspects of fund development on an as requested and as time permits basis.

Required Skills and Competencies:

- Motivated self-starter who is able to think critically and address/solve challenges creatively.
- Big picture thinker able to keep track of the details.
- Good project management skills, including the ability to break a complex project down into smaller tasks and to set, and stick to, internal deadlines.
- Strong written and oral communications and presentations skills.
- Able to efficiently produce professional, polished proposals/grants/marketing materials.
- Able to work with minimal supervision and as part of a team.
- Willingness to work in virtual settings (e.g. web-based platforms; teleconference; internet group shares, etc.).
- Able to manage multiple projects simultaneously.
- May involve travel (some on weekends).

Required Experience and Education:

- Bachelors' degree, with preference for a Master's in a related area.
- A basic knowledge of all aspects of fund development including grant proposal preparation and reporting, corporate sponsorship, planned giving and donor identification, cultivation and tracking.
- At least 3-5 years' previous experience working in fund development showing steadily increasing responsibilities; preferred that individual has small team leadership experience.