JOB DESCRIPTION

TITLE: **Development Associate**
REPORTS TO: **Director of Development**
DATE REVISED: **October 1, 2020**

SUMMARY OF POSITION
Friends of the Chicago River seeks applicants for a full-time exempt Development Associate to fill a key position in its Development Department. This position is responsible for processing all philanthropic gifts and grant dollars, managing and maintaining our donor database and online giving portal, writing and producing constituent letters, and creating financial reports. In addition, this position supports the Direct of Development in the coordination of three donor cultivation events throughout the year, and Friends' fundraiser gala with more than 500 guests in attendance. The Development Associate is also responsible for communications with Friends' Board of Directors and the planning and organization of all Board of Directors meetings, Board Committee meetings, and the Annual Membership Meeting, assisting the Executive Director with communications and administrative duties. The Development Associate also handles front office reception, answers phone lines, mail, keeps reception/work area clean, as well as acting as the primary public contact for the organization and provides website updating for fundraising activities as needed and informational oversight.

The Associate reports to the Director of Development and works closely with other members of the development department, with program staff, Board and committee members, and members and supporters of Friends.

RESPONSIBILITIES
- Ensure the accuracy of constituent and financial data in donor database, and implement necessary data management processes to facilitate this.
- Ensure ethical and appropriate financial administration of all contributed income, including overseeing the donor and prospect records, processing gifts in an accurate and efficient manner, acknowledging donors, and working with the Office Manager to ensure payments are deposited and recorded without delay.
- Event coordination including:
    - updating and managing all event-related data in database.
    - coordinating invitation mail and email lists.
    - tracking all guest registrations and event donations in donor database.
    - in conjunction with development team, coordinate event logistics and staffing.
    - post-event acknowledgement letters, follow-up, tracking, and reports.
- Create, update and monitor all Weblink forms and vet the forms created by other departments.
- Construct detailed queries and data retrievals for reporting purposes.
- Analyze and synthesize data to prepare reports to track development goals and metrics.
- Maintain development and major gifts program files, both electronic and hard copy.
- Prepare aggregated mail merge lists for mass emails and mailed communications such as the newsletter.

- Research prospective donors and assist in evaluation of prospect readiness and capacity for making a major gift.
- Maintain a suite of reports and queries to provide timely and accurate data to help development team achieve donor engagement, solicitation, and budget goals.
- Serve as expert for Donor Perfect and provide training for staff.
- Support Board and its committees by arranging and facilitating meetings, taking and preparing minutes, keeping records, and other tasks as needed.
- Serve as first contact for general phone and emails and directs all inquiries to appropriate staff or handles communication; greet visitors and provide a welcoming environment.
- Provide general website informational oversight and updating as needed.
- Other duties, such as general administrative support and other responsibilities as assigned.

QUALIFICATIONS AND REQUIREMENTS
- Bachelor's Degree (in a related area a plus).
- Two to three years of administrative and database experience required, preferably in the fundraising and/or development field.
- Process-oriented and capable of working quickly while paying attention to detail.
- Comfortable working with internet technology such as databases, online communication platforms such as Zoom, Microsoft Teams, etc.
- Experience overseeing and managing databases, such as Donor Perfect or Raiser's Edge, preferably in the development department of a non-profit organization. Familiarity with creating ad hoc reports from databases.
- Must have excellent computer skills (MS Word, Excel, PowerPoint, and internet research) basic accounting skills.
- Required mail merge skills along with strong organizational skills, ability to prioritize and manage multiple projects simultaneously and to meet deadlines.
- Ability to develop long-term plans, set objectives, and track progress towards achieving objectives.
- Excellent communication skills, both written and oral.
- Excellent logic/problem-solving skills.
- Willingness to work extended hours/days for occasional events and special projects as required.
- Ability to work well with others as part of a team and to work independently.
- Commitment to maintaining good donor relations, confidentiality, and accurate records.
- Interest and enthusiasm for the environment and the Chicago River in particular.
- Personal enthusiasm, optimism, and humor, and comfort with creative processes and learning new things.

COVID-19 CONSIDERATIONS
The work location is Friends' office, which is located in downtown Chicago and near several public transportation links. We have limited staff in the office to maintain social distancing. Safety protocols are required and sanitation products are abundant including door handles wrapped in ion technology film to kill germs on contact.

BENEFITS

Friends offer excellent benefits including generous paid leave, medical and dental insurance, and a retirement match after two years of employment. Salary commensurate with experience. Friends of the Chicago River is an equal opportunity employer.

APPLICATION PROCESS
To apply, please email a resume and cover letter as a PDF file describing: 1) your interest in this position and 2) the ways in which you satisfy the qualifications specified above to the attention of Kim Olsen-Clark, Director of Development at **jobs@chicagoriver.org**.

Please use the subject line: **Development Associate**. No calls, direct emails, or USPS mail please. Applications will be accepted until the position is filled.