



## **Development Associate**

The Development Associate is primarily responsible for managing partnerships with groups, companies and organizations who participate in Group Service Events at the Bright Blessings facility, as well as supporting annual fundraising events, campaigns and community initiatives. Responsibilities include but are not limited to the following focus areas and duties:

- Work with companies, churches/faith organizations, schools, social/civic groups, and other community organizations or private groups with scheduling their group service events at Bright Blessings; Provide service options and engage each group with opportunities for involvement
- Host group service events at the Bright Blessings facility:
  - Provide informative presentation and overview of the organization's mission and programs to group participants
  - Provide direction and guidance to volunteer participants as they complete projects as planned by the Programs Associate
  - Present opportunities for continued involvement and ways to give at the conclusion of each group service event; distribute and collect feedback forms
  - Ensure all event information is documented and required paperwork is submitted and entered into the database
- Follow Up with all group service events to thank them for coming with an email drafted through Donor Perfect
- Assist Development Manager with annual events, fundraising campaigns, and community events
- Update and maintain accurate donor records as directed by Development Manager or Operations Manager
- Additional responsibilities as determined

**Reports to:** Development Manager

**Schedule/Hours:** Maximum of 30 hours per week; flexible availability is required; Weekday hours are primarily between 9am-3pm; Weekend work is required (if groups are booked) twice per month (Saturdays only; typically between 9am-1pm); Weekly schedule will vary based on events