



## **Position Description: Fund Development Associate**

### **Pathways Mission Statement:**

The mission of Pathways is to provide a unique Christian program dedicated to enhancing the quality of life for adults with intellectual disabilities. Pathways accomplishes this by assisting each individual to achieve emotional, cognitive, physical, social, and spiritual growth to his/her fullest potential.

### **Position Summary:**

The Fund Development Associate is responsible for supporting the organization's fundraising efforts. This includes donor cultivation and stewardship, donor database management, solicitations, grant requests, and special events. This position is full-time and is non-exempt. There are some occasional evening and weekend commitments required for this position. Pathways provides a fast-paced, dynamic work environment and there will be other duties assigned that are not listed in this job description.

### **Major Job Responsibilities**

#### **Fundraising Support:**

- Assist Executive Director as needed
- Plan and develop content for annual fundraising appeals
- Cultivates individual donors through contacts
- Seeks opportunities to recruit new potential donors
- Researches and applies for grant opportunities, and administers grant tracking and reports
- Supports the Executive Director in managing the annual grant calendar
- Writes donor communications in monthly e-newsletters and quarterly print newsletters
- Serves as liaison for third-party fundraisers and Fund Development Committee
- Reconcile donations and pledge payments with Bookkeeper monthly

#### **Donor Database Support:**

- Writes and signs acknowledgement letters
- Processes and records donations
- Perform prospect research and analysis, and performs donor segmentation
- Analyzes donor data and generates donor metrics reports

#### **Special Event Support:**

- Solicits corporate sponsorships and in-kind donations
- Administers corporate sponsorship benefit delivery
- Helps to plan and implement events, providing logistical support
- Tracks and analyzes event outcomes
- Identifies strategies to increase event revenue and attendance

#### **Stewardship Support:**

- Develops content for bi-annual stewardship mailers
- Facilitates additional stewardship efforts for giving society and legacy society members
- Supports stewardship events and meetings



**Skills, Knowledge, and Expectations:**

- Strong and mature Christian faith
- Proficiency in Microsoft Suite
- Database management, queries and reporting experience – eTapestry preferred
- Excellent oral and written communication skills
- Ability to present information concisely and effectively
- Ability to organize and prioritize work
- Ability to work independently and in teams
- Excellent interpersonal skills
- Exhibits initiative – anticipates challenges and intervenes, demonstrates creativity, seeks improvement

**Education and Experience Requirements:**

Associate's or bachelor's degree in a related field with 2 years' experience in an administrative position, preferably in a nonprofit development office.

**Relationships:**

The Fund Development Associate reports to the Executive Director. The Fund Development Associate will also collaborate with the Communications Manager, Bookkeeper, and Administrative Assistant.