

Development Associate

The Development Associate will work within the Development Department to secure financial contributions, building community engagement and organization support. Reporting directly to the Chief Development Officer, the Development Associate will be responsible for the day-to-day of individual and corporate gifts and sponsorships, as well as ensuring our donors and sponsors increase and sustain engagement with our organization. In addition to regular tasks, the DA will help with all special projects, campaigns, events and tasks as needed.

Principle Duties and Responsibilities:

- Implement CDO's fundraising plans and strategies for individual and corporate gifts and sponsorships
- Assist DD in working with all department heads to meet annual development fundraising goals
- Meet annual development fundraising goals in the areas of individual and corporate giving, increasing year over year
- Create, sustain and promote engagement opportunities for sponsors/partners at events and in our client-facing programs
- Manage CRM database and data entry related to contributions, including tracking contacts, moves management, and contributions
- Management and steward donors and donations including, fulfillment, tax receipts, and thank yous
- Plan, write, and execute fundraising campaigns, while working closely with the CDO on strategy and Communications/Marketing team to execute campaigns
- Work collaboratively and liaise with all departments throughout the organization, in addition to the development staff
- Additional tasks as needed

Success Factors:

- Self-starter
- Enjoyment of working with diverse work styles and staff
- Strong communication and networking skills
- Willingness to learn new skills and technologies
- Confident fundraiser
- Motivated to work in a team and support others as needed
- Strong written and verbal communication skills
- Knowledge and experience with Microsoft Office
- Willingness to roll up sleeves, do the work, solve problems, and have fun

Qualifications:

- BA preferred, though combination of education and experience considered
- Minimum 5+ years' experience in relationship-based fundraising
- Those with passion for Business Impact NW's mission strongly encouraged to apply

Compensation:

- \$62,000-\$68,000
- Opportunity for growth and advancement

To Apply: Please apply directly through the [job posting on Indeed](#) or email gretas@businessimpactnw.org with a resume and cover letter.