

POSITION: Development Associate
FTE/FLSA: 1 FTE (40 hours/week) / Non-Exempt
SALARY: Grade 102 (\$16.92-\$23.69)

LOCATION: Country Club Road
SCHEDULE: M-F Day Hours
REPORTS TO: Director of Donor Stewardship

Function: The Development Associate provides administrative and project management support for a fast-paced communications and fundraising department. This position will interact directly with donors and the public in a professional, responsive, and respectful manner. They will work in a variety of ways to generate financial resources for the Community Food Bank (CFB).

Duties and Responsibilities:

- Provides professional, responsive, and appreciative customer service and reception to all partners, donors and colleagues, in person, in writing, and via telephone.
- Supports the Development Department with administrative and mail duties.
- Participates in gift processing and acknowledgment.
- Generates mailing lists for direct mailings.
- Provides project support to staff and volunteers.
- Assists in helping the team in the development of fundraising goals and works to achieve and surpass these goals.
- Works directly with the team to manage project workflow and oversee day-to-day milestones for projects.
- Maintains confidentiality and exercises good judgment in a variety of situations with strong written and verbal communication skills.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of providing professional, responsive and appreciative customer service.
- Skills in working with a team to promote the organizations goals.
- Ability to prioritize and manage several milestones and projects efficiently.
- Ability to foster positive relationships with current and potential partners, donors and colleagues.
- Effective time management and organizational skills.
- Strong customer service, communication, and listening skills.
- Ability to work with people from diverse economic, social, and political backgrounds.

Minimum Qualifications:

- A high school diploma or equivalent.
- One (1) year experience in a fast-paced, complex work environment demonstrating organizational and follow-through skills.
- Proficiency with Microsoft Office Suite, Office 365, and aptitude to learn other software platforms.
- For company insurance purposes, at least 21 years of age; possess a current Arizona Driver's License with a safe driving record.

Equivalent combination of education and experience may be considered if applicable and must be directly related to the functions and body of knowledge required to successfully perform the job.

Preferred Qualifications:

- Two (2) years' experience in a fast-paced, complex work environment demonstrating organizational and follow-through skills.
- Bilingual in English and Spanish.
- Experience in internal and external communications, partnership development and fundraising in a non-profit.

Physical Requirements:

- Light Work – exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Expectation:

CFB is committed to providing employees with an environment in which the **Core Values** of *Respect, Integrity, Accountability, Collaboration, Excellence, Innovation, and Social Justice* are supported and encouraged.

CFB works diligently to maintain a culture of fairness, responsibility, trustworthiness and teamwork to advance our mission: *We change lives in the communities we serve by feeding the hungry today and building a healthy, hunger-free tomorrow.*

The CFB is a drug and tobacco free work environment.



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CFB is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other characteristic protected under applicable law.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement:

I understand that I am expected to adhere to all company policies and to act as a role model regarding all policies and CFB Core Values. My signature below indicates that I understand the requirements, essential functions and duties of this position.

Employee Name (Print) _____

Employee Signature _____ Date _____

Apply: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=111352&clientkey=A5E8BCCB152A2385F8FE3255F8E0EF01>