



Job Description Development Associate

Updated: 11/10/2020

Job Purpose

The Development Associate will advance the mission of the organization by supporting the stewardship of our ministry partners with excellence and integrity, executing on processes for tracking and follow through with givers, volunteers, and others who make the work of First Image possible. They will be excited to be a part of growing the generosity and engagement of others with First Image by keeping our data healthy, implementing events, and supporting the smooth execution of communications and fundraising activities.

Our Development Associate will be:

- **A Steward of Generosity:** Will understand the critical role of ministry partners to the work of First Image and be enthusiastic about making sure those relationships are stewarded with integrity across the ministry of First Image.
- **A Focused Implementer:** Energized by ensuring that the execution of development logistics is carried out with excellence.

Reports to

- Primary: DEE
- Secondary: SO

Responsibilities

- Responsible for all gift receipting and ensuring that gifts acknowledgement goes out within 3 days of gift receipt.
- Responsible for gift tracking and associated database health. Ensures accurate records are being kept on givers, volunteers, board members, etc.
- Provides support for the focused implementation and execution of development logistics for events and other development activities.

- Responsible for data health and integration across all First Image data users. Ensures data health through accurate data entry and processes.
- Runs regular reports to provide information for accountability and decision making.
- Remains up-to-date on anything pertaining to areas of responsibility including database updates/upgrades, reporting, and First Image approaches to development and stewardship of ministry partners.

Qualifications

Required:

- A thriving relationship with Jesus Christ demonstrated in her/his relationships and responsibilities.
- Contagious appetite to learn and grow.
- Demonstrated administrative experience with a proven track record of proactive implementation of projects and processes.
- Strong written and oral communications skills.
- Significant experience and comfort with digital technologies.
- Self-motivated and able to work independently.
- Results oriented – wired to be held accountable for short and long-term success.
- Aligned with First Image's; mission, vision, core values, and core convictions- see *First Image Core Convictions and Commitments 6-2020* document.

Preferred:

- Intermediate or advanced in MS Suite, especially Excel.
- Experience in modern database interfaces, including entry and reporting (Raiser's Edge experience preferred).

Signatures

This is a summary of the typical responsibilities and functions of the position. The daily tasks, and duties of the job may differ at times and/or be modified over time, but changes will always be communicated by the CEO or governing board.

Employee Name (please print)

Employee Signature

Date

Manager Name (please print)

Manager Signature

Date