



## **JOB DESCRIPTION**

**TITLE:** SENIOR DEVELOPMENT ASSOCIATE

**REPORTS TO:** CHIEF DEVELOPMENT OFFICER

**SHIFT/HOURS:** 8:30AM TO 5:00PM (Evening and Weekends when required)  
(Can work 8.5 hours any time between 8:00am and 6:00pm)

**STATUS:** FULL TIME/EXEMPT

**SALARY:** \$50K TO \$58K Range based on experience

### **SUMMARY:**

The Senior Development Associate position is a full-time position in the Development Department. This position is responsible for developing and implementing event and communication strategies to increase donor retention, upgrade donors, and acquire new donors to grow sustainable philanthropy. The Senior Development Associate works in partnership with the Chief Development Officer and the team to achieve the overarching goals annually set forth by the CDO to meet and grow LUW's philanthropic needs. This position needs to be able handle multiple assignments simultaneously, be nimble to take advantage of opportunities that come our way and be part of the team to raise charitable dollars.

### **DUTIES AND RESPONSIBILITIES:**

#### **COMMUNICATIONS**

##### **External**

This position will collaborate in creating donor & community centered content, editing and maintaining consistent branding throughout the agency.

- Create content for stewardship plan
- Event invitations and PR
- Sponsorships
- Campaigns/Appeals
- Marketing materials
- Annual reports
- Event journals
- Press releases
- Presentations

- Social Media Management:
  - Develop comprehensive social media strategies to build awareness, increase web traffic and help achieve fundraising targets.
  - Manage, create and publish original, high quality content including videos and photos across all social media platforms.
  - Stay up-to-date with new digital technologies and social media best practices.
  - Develop and manage crowdfunding campaigns.

### **Internal Communication**

- Responsible for overseeing logistics of producing and distributing internal communications.
- Collaborate with Project Lift’s Communication Committee to establish a calendar of internal communications and content deadlines.
- Coordinate with the committee to develop content.
- Assist programs in creating program flyers and collateral materials.

### **EVENTS**

- Develop and implement the overall theme, and strategic concepts for LUW events including but not limited to spring gala, golf tournament and donor recognition/cultivation events such as thank-a-thons and lunch and learns.
- Recruit, manage, and engage event volunteer committees.
- Identification and strategic recruitment of honorees
- Drafting the program, timeline, and remarks.
- Identify, cultivate, and solicit sponsorships.
- Develop task timelines to implement strategies that will maximize relationships and donations.
- Oversee and manage event budgets.

### **RELATIONSHIP BUILDING**

- Identify and cultivate donors and prospects with capacity to give.
- Utilize Bloomerang to record and track interactions.
- Help create trust and credibility of the Development Department by insuring internal staff and external stakeholders have a positive experience with the Development Dept/LUW with each interaction, i.e. responding timely, being donor-centered, etc.

Engage in other duties of the Development Department and support other activities of Lifting Up Westchester as needed.

### **Minimum Job Requirements:**

This is a senior position requiring three to five years of experience in professional nonprofit development or related field. Bachelor’s degree required. Experience planning fundraising & community events and working with donor database software a plus. Non-profit experience required. Computer skills: experience with database applications. This position requires the use of personal or LUW vehicles. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

**Knowledge, Skills, and Abilities Required:**

- Able to communicate diplomatically and work effectively with a wide range of people;
- Able to work unsupervised and make decisions independently and in a team environment;
- Able to develop guidelines, policies and procedures and to put them into practice;
- Able to utilize and maintain recordkeeping in Donor database;
- Able to motivate and encourage others towards increasing engagement;
- Able to build strong relationships and leverage connections to help grow philanthropy;
- Strong organizational skills;
- Detail oriented;
- Excellent written communication skills;
- Flexible & patient with a good sense of humor and drive to get things done and maximize opportunities;
- Good understanding and commitment to the mission of LUW;
- Able to handle multiple tasks simultaneously under tight time constraints;
- Excellent time management skills;
- Experience managing successful fundraising events and growing philanthropy.

Please send resume with cover letter to [lcandela-katz@liftingupwestchester.org](mailto:lcandela-katz@liftingupwestchester.org). No phone calls please.