



**POSITION:** Development Associate – Grants and Annual Fund  
**DEPARTMENT:** Advancement  
**REPORTS TO:** Director of Philanthropy and Communications  
**CLASSIFICATION:** Full-Time

**SUMMARY:** The Development Associate will be responsible for assisting the Director of Philanthropy and Communications in developing and implementing the annual fund, grantsmanship, and CRM functions of the department.

The Development Associate is responsible for all grantsmanship functions of the department including assisting in building and growing an effective program. S/He will research, identify, recommend, and submit new foundations/corporation prospects. S/He will research current guidelines and write and submit all current grants for private foundation/corporations as well as all currently identified municipality funding bodies. S/He will be responsible for all funding award reports, working with the appropriate staff to acquire the necessary updates on client/unit numbers, program goals, objectives, and all required attachments. They will keep the current grants calendar updated and available for reporting purposes and enter all appropriate information into the department's donor database.

S/He is responsible for assisting the Director of Philanthropy and Communications with the Annual Fund function of the Department, including major gifts and legacy programs. The Development Associate will monitor and collect recurring and matching gifts and assist in creating and implementing a matching gift plan to increase donations.

This position is also responsible for the organizational donor CRM – Donor Perfect. Data entry, maintenance, and reporting. Assist with the management of high-quality data and includes but is not limited to naming conventions, data processing, reporting writing and generating mailing list.

The Development Associate will also assist the Director of Philanthropy and Communications with organizational networking and outreach as it relates to the annual fund or grants. Expectation to attend networking events (Chambers, Business Associates, etc.) and outreach events (church, civic and community meetings to promote ACC program and services in an effort to secure current or future funding.

**DUTIES AND RESPONSIBILITIES:**

**Annual Fund**

- Research and evaluate various annual fund campaigns which include direct mail, Giving Tuesday, telemarketing, and on-line appeals.
- Coordinate all gift acknowledgements for the annual fund, major gifts, special event and any campaign and appeals.

- Identify opportunities to best utilize email, website, and online cultivation opportunities.
- Assist Director of Philanthropy and Communications in maintaining and coordinating the major donors/prospects portfolio.
- Identify potential corporate and foundation supporters of the agency and work with Director of Philanthropy and Communication on stewardship and cultivate plan.
- Assist Director of Philanthropy and Communications with development and implementing strategies to increase the donor database.

#### **Donor Database**

- Responsible for maintaining the department's database.
- Responsible for entering all donations received by the organization.
- Responsible for all reports needed for special events, donor appeals, grants and other revenue reports.

#### **Grantsmanship**

- Responsible for maintaining and executing current identified grants.
- Responsible for all funding reports.
- Responsible for identifying and researching potential funders for general operating/program specific revenues.
- Responsible for all funder gift entry into Donor Perfect.

#### **Networking and Community Outreach**

- Assist in identifying networking and outreach opportunities in our service areas.
- Represent Aging Care Connections through various memberships and civic organizations as well as agency presentations, accordingly.
- Attend networking and outreach to secure prospective private, corporate, and municipal grant funders/donors. Expectation to attend networking events, some of which may be hours out of the normal work day (evenings, weekends)
- Works with Advancement department on any necessary event related tasks.

### **QUALIFICATIONS & REQUIREMENTS:**

Education: Bachelor's degree required.

Experience: A minimum of two years' experience working with a community-based nonprofit is a plus.

Knowledge, Skills and Abilities:

- A passion for working with older adults and social services.
- A thorough and complete knowledge of all aspects of gift processing and gift acknowledgments.
- Experience with grant research, writing, submissions and reporting.
- Excellent writing, communication and proof-reading skills.
- Experience with Donor Perfect is preferred, and ability to learn system to enter grant information.

- Highly organized, energetic and creative thinker.
- Confident in talking to high level foundation staff in discussing the organization and our grants.
- Capable of working on more than one task at a time.
- Ability to work effectively with a team, a team player attitude.
- Ability to be flexible with work schedules as they may change depending upon the project.
- Proficiency in Microsoft Office and Excel. Canva a plus!
- Ability to work outside standard work hours, attending fundraising events, and other meetings and events when necessary.

Please send resume to Jan Walch, Director of Philanthropy and Communications at [jwalch@agingcareconnections.org](mailto:jwalch@agingcareconnections.org)