

## **Development Associate - Fundraising, Full-time**

### **Overview:**

Are you looking to grow your career in philanthropy and fundraising, and work for a social justice mission that is improving the lives of local young adults? The Development Associate role at UTEC provides this opportunity! UTEC is a place where we provide the tools and support, and get to witness every day the work that our young adults do to transform their lives - and make our community stronger.

The Development Associate role includes administrative, systematic, and creative support of all areas of the UTEC Development/Fundraising team. The Associate will execute elements of the annual fundraising and communications plans and interact with donors on site and at events. The work involves processing gifts, managing the donor database system, assisting with donor cultivation and stewardship, and providing support for organizational events. The Associate will play a key role in helping us reach our fundraising goals and supporting a strong culture of philanthropy which is essential to sustain and grow our program - allowing young people to redefine their futures. This position reports to the Development Operations Manager.

### **Responsibilities:**

- Manage gift analysis, entry procedure, and prompt receipt/acknowledgement to donors
- Manage donor database, including data entry, report designs, and systems updates
- Special events planning, support, and logistics
- Assist in creating, producing, and sending mailings and email marketing campaigns
- Support Communications Manager with social media, materials design, website maintenance, and other external communications
- Assist with stewardship management including proactive and reactive prospect research and donor thank-you calls
- Point of contact for Development & Finance monthly reconciliation
- General Development team support

### **Position Requirements:**

- Experience working with CRMs - knowledge of Salesforce a plus
- Bachelor's or Associate's degree
- 1-3 years of experience in non-profit development/fundraising
- Excellent attention to detail and solid project management skills
- Able to prioritize tasks in a fast-paced environment
- Strong knowledge of Google Suite; Constant Contact; and Social Media
- Proficiency with Adobe Creative Suite and Wordpress a plus
- Proficiency with iWave a plus
- Handle private donor information with confidentiality
- Team player, self-starter, interested in personal and professional growth
- Able to work occasional weeknight evenings
- Alignment with UTEC core values and interest in social justice

**COMPENSATION:** Based on experience. Full benefits package including 3 weeks of vacation, paid holidays and sick/personal time, and partly-subsidized health and dental insurance.

**HOW TO APPLY:** Please submit thoughtful cover letter (required) and resume (required) to [lbailey@utecinc.org](mailto:lbailey@utecinc.org) with “Development Associate” in the subject line. No calls, please. Not all inquiries will receive a response.

**ABOUT UTEC:** UTEC’s promise is to ignite and nurture the ambition of our most disengaged young adults to trade violence and poverty for social and economic success. UTEC’s outcomes-focused model begins with intensive street outreach and correctional facility in-reach to meet proven-risk young people “where they are.” UTEC engages young adults in workforce development programs through our social enterprises and onsite alternative education, with long-term coaching and support services. Social justice and civic engagement are embedded in all programming. For more info, please visit [www.utecinc.org](http://www.utecinc.org)