



Job Title:	Development Associate
Department:	Development
Reports to:	Director of Development & Community Relations
Salary:	\$16-18.00/hour
Status:	Non-exempt Full time, 40 hours/week

Our Work:

The EBC Vision: We imagine a world where all children are healthy, safe, and prepared to build their own futures.

Our Mission: EBC helps kids reach their full potential tomorrow by meeting basic needs today.

As the vital safety net under human service providers, EBC annually distributes over 60,000 items for kids from birth to age 12 directly to agencies serving families in greater east King, south Snohomish, Kitsap, and north Pierce counties. Founded by pediatric nurse practitioner, Karen Ridlon in 1990, EBC helps more than 800 children each week.

Job Summary:

Help kids to thrive by using your skills in database management and fund development in support of an innovative and efficient organization. Responsible for day-to-day **administrative operations** of the **Development team**, including gift processing and acknowledgements, database information management and recording, coordination of mailings, filing and assisting with fundraising events. The Associate also generates, maintains and reports on donation records and provides administrative support.

The Development Associate coordinates community drives, provides assistance with outreach events, and supports the major gifts program. Provides basic administration support for the Director of Development.

Job Responsibilities:

- Administers receipt of cash, checks, securities, personal or real property.
- Accurate and timely **gift entry, generation and processing of acknowledgment letters**
- Serves as the **Community Drive Campaign coordinator**, under the direction of the Annual Fund Officer

- **Support donor relations**, including the tracking and sending pledge reminders or other notifications; preparation and issue of new donor packet; maintaining Wish Giver program; and customer service for donors.
- Maintaining the DonorPerfect online **database** system, including documentation of processes and procedures.
- Supports the major gift campaign.
- Manages all event registrations, guest lists, guest services
- Coordinates with the Development Assistance to manage all bulk mailings
- Preparing statistical, financial and constituent **reports** and **mailing lists**
- Manage portfolio of acknowledgement and reminder templates
- **Support** the execution of agency events, outreach events, programs and projects
- Other duties as assigned by the Director of Development

Experience:

- 2 – 3 years' work experience in data entry or administrative support
- Preferred: 1+ year of non-profit gift processing and acknowledgement experience, using a common donor management software system

Job Qualifications:

- Able to work collaboratively in a team setting to accomplish fundraising objectives
- Superior attention to detail with strong follow-through
- Excellent communication skills, both written and oral
- Donor management software experience (Raiser's Edge, DonorPerfect, etc.)
- Proficiency in MS Word, Excel, and Outlook required
- Ability to manage sensitive and confidential information with integrity.
- Comfort with high-level donors and organizational leadership preferred
- Ability to adapt and adjust to changing needs required
- High School diploma or equivalent; some college preferred or
- Flexibility in work hours, including some evening and weekend work as needed
- Commitment to and enthusiasm for EBC's mission and values

How to Apply:

Resumes and cover letters to HRDev@babycorner.org

Open until filled. No calls please. Priority will be given to those applicants that respond by February 24, 2016.