

Job Title: Development Associate
Department: Development
FLSA: Non-exempt
Reports To: Director of Development
Location: Baltimore, MD
Date Revised: May 2021



General Summary: For more than 40 years the Jesuit Volunteer Corps has engaged brave young believers in vital service within poor communities, fostering the growth of leaders committed to faith in action. The global nonprofit and their network of over 10,000 Former Jesuit Volunteers support approximately 200 Jesuit Volunteers each year as they work for justice in 37 U.S. cities. For more information, please visit jesuitvolunteers.org.

Principal Duties and Responsibilities: The Development Associate is an integral part of the development and organizational operations of the Jesuit Volunteer Corps. The Development Associate will be responsible for clerical, logistical, and support functions within the department. The position requires a high level of professionalism and courtesy in working with stakeholders, a highly detail-oriented approach to data collection and entry and strong organization and project management skills.

- Process donations per established procedures, including:
 - o Accurate and timely entry of all gifts into database, and
 - o Immediate processing of donor acknowledgement letters and correspondence.
- Assist donors with all inquiries in a pleasant and professional manner.
- Format and run reports regularly and upon request in support of Development activities.
- Support the coordination of annual appeals and campaigns through social media and direct mail in conjunction with other Development and Communications staff.
- Manage grants calendar and support grants submission and reporting process to ensure timeliness and accuracy. May require coordination with other functional areas, such as Finance, Communications and Program.
- Assist with fundraising events logistics including mailings, following up with potential attendees, RSVPs and inquiries.
- Make needed updates to constituent contact information in database using available tools and based on constituent contacts.
- Maintain the database, including system configuration, security configuration, and global processes.
- Perform other duties as needed and assigned.

Requirements

Experience

- At least 2-3 years' fundraising experience in a non-profit organization
- Experience and comfort working in an environment with multiple simultaneous projects with a sense of urgency to meet critical deadlines.
- Current knowledge and use of Raiser's Edge and NXT required.

Education

- Bachelor's degree, preferably in marketing, communications, business, or nonprofit management

Knowledge and Abilities

- Commitment to overall mission of the organization required; familiarity with JVC a plus.
- Must be resourceful, enterprising, and creative.
- Project management skills and strong initiative in working on multiple projects.
- Ability to work both individually and as part of a team.

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- Strong written and oral communication skills
- Interpersonal skills evidenced by professionalism and courtesy in relations with a variety of stakeholders.
- Personal integrity and discretion; must maintain confidentiality of information.
- Proficiency in Microsoft Office applications including Word, Excel, Outlook and Teams.

Working Conditions

- Typical workday of 9 am – 5 pm, Overnight travel may be required 4 – 8 times per year.
- Comfort with Zoom environment. While this position is located in the Baltimore office and requires in person accessibility, the majority of JVC's staff work remotely.
- Significant amounts of office work; must have the physical ability to sit and stand for long periods of time and perform daily activities from a desk and must be able to operate a desktop computer and other standard office equipment.

Physical Requirements:

To perform in this position successfully, an individual be able to:

- Exert minimal physical effort with intermittent movement going from one place to another.
- Withstand prolonged periods of sitting in meetings or at a desk working with a computer.
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform extensive work on the computer.

Salary: \$40,000 - \$55,000

To Apply:

Send resume and cover letter with salary requirements to careers@jesuitvolunteers.org.

Application Deadline: June 1, 2021

As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.