



**COMMUNITY
MATTERS**



**EDUCATION
MATTERS**

Job Title: Development Associate

Location: Community Matters, 2110 Saint Michael Street

Status/Hours: Part-time, 30 hours/week

Reports to: Director of Development

Salary: Commensurate with experience

Job Overview

Work directly with the Director of Development to meet fundraising goals of Community Matters and Education Matters. The Development Associate will assist with marketing, grant writing, donor development, special events, and data management.

Ideal Candidate

We are seeking a passionate individual who wants to promote the mission of Community Matters and Education Matters. The Development Associate must have a willingness and desire to engage with new supporters, be detailed oriented, and a self-starter.

Core Responsibilities

- Manage marketing of The Sanctuary event venue and Community Matters campus rental spaces;
- Assist with management of social media accounts;
- Keep website content up to date and generate new content;
- Assist in managing donor database (data entry, reports, etc.) to ensure accurate donor records;
- Prepare development correspondence including gift acknowledgments, invoices, invitations and other general correspondence;
- Assist with fundraising events, including soliciting in-kind donations, recording and managing reservations, etc.;
- Conduct donor prospect research and assemble materials related to institutional and individual funders;
- Prepare mailings and other communications collateral for individual giving campaigns, sponsorship packets, special events, and other department communication;
- Assist Director of Development with projects on an as-needed basis;
- Provide administrative support for development staff.

Qualifications

- Passionate about working in an innovative organization and passionate about the mission of Community Matters and Education Matters.
- Minimum of bachelor's degree.
- Experience with Microsoft Office, Adobe Creative Suite, and Giftworks donor software is a plus.
- Excellent written, organizational, and communication skills.
- Ability to flex schedule to support evening and weekend events.
- Ability to travel as necessary to perform routine tasks, within Greater Cincinnati area.
- Ability to set and achieve goals and address multiple priorities in a fast paced and dynamic environment.
- Ability to relate well to others at various levels, build relationships, and influence others.
- Familiarity with non-profit and social justice issues.

Organization Expectations

- Advocate for the mission of Community Matters and Education Matters.
- Genuinely engage with the Lower Price Hill community to form partnerships with residents.
- Follow all workplace policies and guidelines.
- Be an active team member and help to create a caring, open, and supportive environment for all staff members, community members, and volunteers.

Benefits

- Two weeks paid vacation
- Two weeks of paid time off from December 18 – January 2

How to Apply

Send a cover letter, resume, and two professional references to Patty Lee, Director of Development, at Patty@cmcincy.org

Application deadline: July 7, 2017

Community Matters and Education Matters provides equal employment opportunities (EOE/M/F/D/V/SO) to all employees and applicants for employment.