



**COMMUNITY  
MATTERS**



**EDUCATION  
MATTERS**

**Job Title:** Development Associate

**Location:** Community Matters, 2110 Saint Michael Street, 45204

**Hours:** 30 hours/week

**Employee Classification:** Non-exempt, part-time, salaried

**Reports to:** Director of Development & Communications

## **Job Overview**

The Development Associate will work directly with Development and Communications Team to meet fundraising goals of Community Matters and Education Matters. This position will assist with donor development, including: grant writing (40%), in-kind gifts (20%), special events (20%), database management (10%), and donor communications (10%) for organization fundraising. The position will also assist with other development and communications projects, as needed.

## **Core Responsibilities**

### **Grant Writing**

- Work directly with Director to research and identify new grant opportunities; and
- Assist with grant writing, tracking, and foundation relationship management (tours, communications, etc.), especially new and small grant opportunities (\$10,000 or less).

### **In-Kind Gifts**

- Lead implementation of in-kind donations strategy for the Community Market food pantry, Opportunity Hub snack bar, LPH Community Gardens, and other general program in-kind needs; and
- Manage communication with current in-kind donors, solicit new donors, pick-up and/or receive donations, and track donations.

### **Special Events**

- Assist with fundraising events, including managing solicitation of in-kind donations, organizing silent auction and raffles, serving lead role on event planning committees, event set-up, night of operations, etc.;
- Support all “friend-raiser” events; and
- Manage caused based events and related revenue goals.

### **Database Management/Donor Communications**

- Manage donor database (donation entry, pledges, grant tracking, reports, etc.) to ensure accurate donor records;
- Issue thank you letters to donors and help update thank you letters, as needed;
- Manage updates of donor recognition on lobby displays and website;

- Work with Director to research and prepare prospective individual and business donor lists, and initiate and help develop relationships, as appropriate; and
- Assist with mailings and other communications collateral for individual giving campaigns, sponsorship packets, special events, and other department communication.

## **Position Qualifications**

### **Experience**

- 2+ years of nonprofit experience with development experience highly preferred;
- Demonstrated success in relationship building, both internally with colleagues and externally with clients, donors, and volunteers;
- Demonstrated experience in event planning and management; and
- Demonstrated knowledge of data management.

### **Strengths and Skills**

- Commitment to and enthusiasm for the mission of Community Matters and Education Matters;
- Strong written and verbal communication skills;
- Comfortable making a direct ask for support;
- Flexible, focused team player who is able to prioritize and multi-task;
- Self-motivated and well-organized; and
- Available to work some weekends and evenings.

## **To Apply**

Please send a cover letter and resume to Patty Lee, Director of Development, at [Patty@CMCincy.org](mailto:Patty@CMCincy.org) by Friday, August 23<sup>rd</sup> at 5pm.