



POSITION DESCRIPTION

PART-TIME DEVELOPMENT ASSOCIATE

POSITION

Reporting to the Chief of Advancement (“CAO”), the Development Associate is primarily responsible for helping maintain records, communicate with donors, manage a calendar of events and assist the CAO carry out fundraising activities for InMotion. This position will also work closely with the Development Committee of the Board of Directors. This position is part-time, 16 – 20 hours per week, as established with the CAO.

RESPONSIBILITIES

- The Development Associate will provide support and work in collaboration with the CAO
- This position requires strong organizational skills with attention to detail
- Must have the ability to prioritize as well as multi-task
- Data entry – Raiser’s Edge
 - Biographical information for a donor, spouse and/or their family
 - Gift information, paying attention to campaign, appeal and fund
 - Timely preparation of donor acknowledgement letters
 - Cultivation and stewardship of donor relationships – communicating with donors to maintain strong relationships to ensure continued donations
- Events
 - Support may include keeping records, preparing meeting notices and minutes, handling correspondence and meeting with event committee(s)
- Basic administrative functions
 - Coordinate mailings (printing, mailing houses, etc.)
- Other duties as assigned

QUALIFICATIONS

- Bachelor’s Degree
- 3 – 5 years’ experience in the field of fundraising and/or event management
- Strong written and verbal skills
- High proficiency with MS Office products and databases, including Word, Excel, Publisher, PowerPoint, Outlook
- Ability to handle sensitive information and maintain confidentiality
- Flexibility in working hours to accommodate evening and/or weekend event activities
- Experience with social media, including Facebook, LinkedIn, Instagram and Twitter, a plus
- Ability to take initiative and think strategically
- Demonstrated sensitivity and compassion for people with chronic disease

Please send cover letter and resume to Nancy McCann at nmccann@beinmotion.org. No phone calls, please.