



Development Associate

Community Council is a growing organization that engages residents of the region in community problem-solving. Through a cycle of issue identification, research and analysis, advocacy for recommended solutions, and monitoring of results, Community Council supports community improvement throughout the region between Burbank and Dayton, from the Snake River to Milton-Freewater. Community Council is funded by donations, grants, memberships, event revenue, and sponsorships.

Job Description

Community Council's Development Associate will have responsibility for carrying out day-to-day fundraising-related activities, including but not limited to: maintaining donor databases; planning and supporting fundraising events, campaigns and solicitations by others; and working individually and with volunteers to solicit sponsorships, donations, and memberships. Position is 20-30 hours/ week.

Reports to: Executive Director

Works with : Executive Director, volunteers, community

Responsibilities

- Work individually and with staff and volunteers to solicit sponsorships, donations and memberships
- Prepare and proof letters and other materials to be used in solicitations
- Acknowledge receipt of donations
- Schedule appointments
- Manage donor databases and filing systems
- Organize meetings and events
- Assist with grant applications

Education and Experience

- Bachelor's degree
- Fundraising or marketing experience, 2 years preferred
- Knowledge of Microsoft Office, required, and donor management software, preferred

Key Competencies

- Excellent verbal and written communication skills
- Professional appearance and demeanor
- Attention to detail and accuracy
- Ability to organize, plan and prioritize
- Ability to work with and meet deadlines
- Team work and ability to work with volunteers
- Demonstrate sensitivity, initiative, reliability, adaptability, good judgment, and ethics
- Sense of humor

Terms & Conditions

- Community Council employees are at-will
- Community Council is an equal opportunity employer

To Apply:

To apply, send a cover letter and resume, including three references, by e-mail to director@wwcommunitycouncil.org. Visit our website at www.wwcommunitycouncil.org to learn more about Community Council.