



**JOB TITLE:** Development Associate (Non-Exempt)

**SUPERVISOR:** Director of Development & Communications

**POSITION DESCRIPTION:** The Development Associate is responsible for supporting the Development Department to cultivate, solicit, and steward gifts. The Development Associate will oversee and maintain Keiro's database management system and works closely with the Director of Development as well as senior staff in all development and fundraising endeavors.

**DIRECT REPORTS:** None

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Core:
  - a. Supports Keiro's mission and strategic priorities.
  - b. Meets minimum standards of compliance, including adherence to the Code of Conduct and participation in mandatory training programs.
  - c. Participates in and supports performance improvement activities.
  - d. Provides customer service in an ethical, timely, accurate, efficient and respectful manner.
  - e. Maintains a safe work environment.
2. Administrative:
  - a. Assists in providing administrative support, customer service, and donor relations support to the Development Department.
  - b. Provide customer service in an ethical, timely, accurate, efficient, and respectful manner to community members and supporters.
  - c. Coordinates the annual fund program, including mailings and other donor communication as required.
  - d. Responsible for gift processing, including acknowledgement letters, issuing receipts, and other applicable documentation to donors.
  - e. Assist Development Department annual campaigns and other major fundraising drives.
  - f. Meets with donors and prospective donors to create and foster relationships, as assigned by the director.
  - g. In conjunction with senior staff, provide reports, lists, data analysis for viable donor prospects, strategies, and track results.
  - h. Responsible for training new staff on database functionality.
  - i. Assist other Keiro departments, e.g. Programs, Communications, senior staff, etc. by providing database assistance as directed.
5. Documentation:
  - a. Maintain donor records as well as other records of the department.
6. Equipment & Supplies:
  - a. Informs supervisor of any equipment and supply needs.
7. Other:
  - a. Ability to travel and work flexible hours.
  - b. Must be self-motivated and able to work independently.
  - c. Performs additional duties, as assigned.



#### **QUALIFICATIONS:**

1. Education:
  - a. Bachelor's degree required, in business, communications, public relations or related field.
2. Experience:
  - a. 1 year of professional experience in non-profit fundraising, or similar field.
3. Job Knowledge:
  - a. Understanding of the Japanese American and Japanese community and community-based organizations preferred.
  - b. Understanding of needs and resources for older adults/caregivers preferred.
4. Skills:
  - a. Works cooperatively with other departments and supports a total team approach to problem identification and solution creation.
  - b. Skilled in effective oral and written communication abilities.
  - c. Ability to perform simple to complex mathematical calculations.
  - d. Skilled in PC tasks including work processing, accounting, database management, spreadsheets and other software applications required for the position.
  - e. Japanese bilingual preferred.
  - f. Proficiency in Raisers Edge preferred.

#### **PHYSICAL & SENSORY REQUIREMENTS:**

1. Must be able to move intermittently throughout the day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
4. Must function independently, and have the flexibility, personal integrity and ability to work effectively with participants, community members, personnel and support agencies.
5. Must meet the general health requirements set forth by the policies of this organization, which include a health examination.
6. Must be able to push, pull, move and/or lift a minimum of 25 pounds.
7. May be necessary to assist in the evacuation of participants during emergency situations.

#### **WORK AREA & ENVIRONMENT:**

1. Office and community.