



Development Associate Job Description

Reports to: Director of Development and Executive Director
FLSA Status: Part-time, Non-Exempt- 15 hours per week
Wage: Hourly- compensation based in experience

Purpose: The purpose of having a Development Associate is to support the Development and Fundraising efforts of the Matthews HELP Center. The list below is a general guide and is not limited to those items listed. There may be additional areas of assistance needed as determined by the DD and ED.

Organizational Culture: From an open, caring and respectful attitude for staff, volunteers, customers and clients, our staff abides by a high level of customer service, compassion and respect for others. We also maintain a high standard of confidentiality regarding donors and clients.

Essential Duties and Responsibilities include, but are not limited to, the following:

- a. Event Planning and Implementation:
 - i. Help to secure sponsorships
 - ii. Research venues as needed
 - iii. Solicit for auction/raffle prizes for events as needed
 - iv. Assist with event logistics and attend
 - v. Assist with all duties as assigned by the Director of Development and Executive Director
 - vi. Work with Volunteer (s) with organization of auctions and securing donated items
 - vii. Assist with taking photos at event utilizing personal cell phone.
 - viii. Attend community outreach events as needed to share mission (occasional Saturday may be necessary)
- b. MHC Social Media efforts
 - i. Assist with social media to promote the Matthews HELP Center, Backporch Treasures Thrift Boutique and the My Backporch Treasures Online Thrift Store when requested
- c. Data Entry and Acknowledgement of donations
 - i. Assist Director of Development/Volunteer with acknowledgement of donations as needed and Donor Communications support.
- d. Data entry/system clean-up
 - i. Assist the Director of Development with data entry and clean-up when/if necessary, utilizing Salesforce Database Management.
- e. Grant Research
 - i. Assist the DD with researching Foundations for grant submissions

Knowledge of all Microsoft Office Products, Phone Camera a must. Salesforce a plus.