



## Development Associate Job Description

Reports to: Director of Development and Executive Director  
FLSA Status: Part-time, Non-Exempt- 15 hours per week with the possibility of full-time hours.  
Wage: Hourly- compensation based on experience

**Purpose:** The purpose of 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:** With an open, caring, and respectful attitude towards staff, volunteers, customers, and clients, our staff upholds 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 auction/raffle prizes for events as needed
  - iv. Assist with event planning and attend
  - v. Assist with all duties as assigned by the Director of Development and Executive Director
  - vi. Assist with taking photos at events utilizing personal cell phone.
  - vii. Attending community outreach events as needed (occasional Saturdays may be necessary)
- b. MHC Social Media/Marketing efforts
  - i. Assist with social media and marketing efforts to promote the Matthews HELP Center and Backporch Treasures Thrift Boutique as needed.
- c. Data Entry and Acknowledgement of donations
  - i. Assist Director of Development/Volunteer with acknowledgement of donations and Donor Communications support.
- d. Data entry/system clean-up
  - i. Assist the Director of Development with data entry and clean-up.
- e. Grant Research
  - i. Assist the DD with researching Foundations for grant submissions.

Knowledge of all Microsoft Office Products and a phone camera is necessary. Experience using Canva, and Constant Contact, video/editing, and CRM (customer relationship management software) is a plus. Attention to detail is critical, and the candidate must be a self-starter and willing to do what is necessary to get the job done.

**Please submit a cover letter and resume to [Sandra@matthewshelpcenter.org](mailto:Sandra@matthewshelpcenter.org). No phone calls, please.**