



# Job Description | Development Associate

**Position Title:** Development Associate  
**Supervisor:** Community Engagement Director  
**FLSA Status:** Non-Exempt

**Employment Status:** Part-time or Consultant  
20 hours per week  
**Compensation:** \$19 - \$28 per hour

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The **Development Associate** will work closely with the Executive Director and the Director of Community Engagement to develop and implement a comprehensive fundraising strategy for HopeWorks. Duties include coordination of special events, production of donor-related communication materials, and management of donor database. The successful candidate will have demonstrated expertise in fundraising and special event planning and will be experienced in both written and electronic communications as well as project management.

## Minimum Qualifications:

- Associates degree, Bachelor's preferred
- 3- 5 years minimum experience in nonprofit development/fundraising
- Excellent oral and written communication skills
- Exceptional organizational and project management skills
- Experience and/or comfort and willingness to learn electronic communications including online fundraising, website updates and social media messaging
- Commitment to the mission and philosophy of HopeWorks
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other computer software

## Essential Duties and Responsibilities:

### Fundraising

- Assist with implementation and expansion of HopeWorks' annual fundraising strategy, including email campaigns, online fundraising, social media, hard copy mailings, special events, etc.
- Support Fund Development board committee alongside Executive Director, cultivating relationships with board members and providing tools for board to serve as effective fundraisers, including prospect research and written materials
- Maintain annual fundraising tracking chart, donation files, and matching gift requests
- Update donor records in HopeWorks' database with notes, background information, etc. as known to ensure information is institutionalized
- Process all acknowledgment letters and ensure they are signed and sent in a timely manner
- Stay abreast of trends and best practices in database management, corporate and foundation relations and other related topics to help strategically position efforts and activities

### Events / Agency Representation

- Assist with planning and execution of special events including engaging with and supervising volunteers as needed
- Management/oversight of third-party fundraisers
- Serve as organizational representative and spokesperson to external audiences as needed
- Maintain up-to-date knowledge of HopeWorks programs and organizational priorities
- Collaborate with other HopeWorks staff to ensure that all departmental activities are cohesive

### Communications

- Work with program staff to create and maintain a steady stream of ideas and material for articles, success stories, and partner profiles that effectively showcase our programs and accomplishments
- Research and draft project overviews, articles, press releases, briefing materials, talking points, correspondence, and other materials as requested
- Create or edit presentations, graphics, infographics, email blasts, reports, newsletters, and other documents as requested

**Competencies:**

An individual should demonstrate the following competencies to perform the essential functions of this position.

<b>Problem Solving</b>	Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.
<b>Communication: Oral and Written</b>	Effectively transfers thoughts and expresses ideas orally or in writing in individual or group situations. Speaks comfortably with a diverse array of individuals and groups.
<b>Judgment</b>	Displays willingness to make decisions; exhibits sound and accurate judgment; and makes timely decisions.
<b>Planning and Organization</b>	Prioritizes and plans work activities; uses time efficiently; and develops realistic action plans.
<b>Professionalism</b>	Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question.
<b>Commitment to Social Change</b>	Willing and able to explain and engage in community-based activities and efforts that focus on changing social norms, attitudes and behaviors
<b>Diversity</b>	Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, nation of origin, culture, gender identity or expression, sexual orientation, physical or mental ability, weight, health status, age or other diversity factors.
<b>Safety and Security</b>	Observes safety and security procedures, and uses equipment and materials properly.
<b>Physical Demands</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

HopeWorks is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, gender identity, marital status or sexual orientation, in accordance with federal and state law.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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**Apply:** Applicants must submit a letter of interest and complete resume to:

**Jennifer Pollitt Hill**  
 HopeWorks  
 9770 Patuxent Woods Drive, Suite 300  
 Columbia, MD 21046

E-mail: [jpollitthill@wearehopeworks.org](mailto:jpollitthill@wearehopeworks.org)  
 Fax: 410-997-1397  
**NO phone calls**

Resumes submitted without a letter of interest will not be reviewed. The review of applications will begin immediately and continue until the position is filled. Due to the high volume of applications we receive, we will only respond to applicants whose candidacy is being considered.