



Job Description

Title: Development Associate

Hours: Part-Time (20 hours weekly, Non-Exempt)

Reports To: Development and Communications Coordinator

Purpose: The primary function of the Development Associate will be responsible for all administrative aspects of development and communication activities. To provide support in event planning, marketing, community relations, and fundraising.

Job Responsibilities and Duties

- Maintain Poverello House's donor database and perform all duties pertaining to effective management of the donor database system
- Development and planning of Poverello House 5K Run, Telethon, Gala, and any other events
- Identify, plan, and implement new communications, marketing, and promotional campaign strategies
- Help draft, distribute, and pitch news releases, media alerts, and the monthly newsletter.
- Develop a social media strategy
- Assist with the design of marketing materials to promote Poverello House programs and services
- Develop and identify solicitation for in-kind goods, services, donations, and event sponsorships
- Reach out to community organizations, the public, and donors with the message about the Poverello House mission
- Input information from multiple sources into the database regarding all in-kind donations, constituent demographics, and fundraising activities
- Other duties as assigned by Development and Communications Coordinator

Qualifications

- Working toward a college degree, preferably in a related field experience. Relevant experience may be substituted (e.g., Marketing/Communications or Public Relations)
- Marketing savvy, creative and forward-thinking
- Excellent verbal and written communications skills
- Proficiency in Microsoft Suite
- Ability to organize and prioritize work and work independently
- Enthusiasm for the mission and vision of Poverello House and those we serve
- Familiar with social media platforms: Facebook, Twitter, TikTok, and Instagram
- Some limited physical effort may be required

Compensation

\$17.00 per hour

If interested in the position, please send a resume to kflores@poverellohouse.org.
No Phone Calls Please