



JOB DESCRIPTION

Development Associate (*Full-Time*)

FLSA Status: Non-Exempt
Salary Range: \$40,000-\$44,000
Date Revised: March 15, 2024

Reports to: Director of Development & Communication

Hours, Attendance & In-Person/Remote/Hybrid Expectations

Hours/week: 40 hrs/wk

Typical hours/Shifts: Weekdays, 8-hour day. Occasional alternate hours may be required.

In-Person/Remote/Hybrid Expectations: 100% in-person, except by special arrangement.

Purpose

The Development Associate loves order and efficiency, is a database guru (or aspires to be one), takes pride in being detail oriented, is inquisitive by nature and keen to learn more about nonprofit development, with the understanding that data and donor relations are at the heart of everything we do.

An enthusiastic, self-starting team player who collaborates with other staff members to play a key role in the success of the Eliot School's year-round administrative, development, communications, and marketing efforts. The Associate supports administrative and development operations; manages our donor database and gift processing; provides general office support; and supports communications, outreach, and fundraising campaigns.

They promote and sustain a culture of "radical welcoming" throughout the school and its functions, supporting an environment that is welcoming to all.

This position provides many opportunities for networking, skill-building, and professional development.

Essential Duties & Responsibilities

- Provide general administrative support to ensure the continuous, efficient, and smooth operation of the Development and Communications team and the administrative office.
- Support development/communications plans and strategies.

Development Responsibilities:

- Work with Director of Development and Communications to develop and implement donor cultivation, engagement, and solicitation strategies.
- Support annual and ongoing fundraising plans, including assisting with annual mailings, donor events, and communications.
- Keep fundraising database up to date, including data entry, updates, and reporting.
- Maintain timely gift processing and report generation.
- Prepare and issue acknowledgment letters, stewardship letters, and other donor

correspondence.

- Attend and report back on relevant trainings and networking opportunities to build skills and understanding of the field.
- Coordinate and oversee volunteers for special administrative, development, and/or communications projects.

Administrative Responsibilities:

- Collect mail and distribute to staff; send office mail.
- Keep administrative, development, and communications files organized and up to date.
- Maintain office supplies and equipment, working with appropriate vendors.
- Order and set up refreshments as needed for all-staff and other meetings.

Other Responsibilities:

- Support in-person and virtual fundraising, program and other events, including small donor events, house parties, gala, artists' talks, exhibitions, family craft days.
- Help steward an internal culture of philanthropy and mutual support, including through staff meetings and support.
- Participate in team and all-staff meetings and contribute to overall positive organizational culture.
- Other duties as assigned.

Required Skills & Abilities

- Excellent written, verbal, and interpersonal communication skills.
- Excellent organizational skills and **exceptional** attention to detail.
- Excellent time management skills with a proven ability to meet deadlines. Ability to prioritize tasks.
- Ability to work independently, collaboratively, and reliably.
- A proactive approach and outcome-focused mindset, flexible and focused on solutions.
- Flexibility working in a dynamic, fast-paced environment.
- Comfort with technology, eagerness to learn, and ability to adapt to new software and systems.
- Proficient or able to learn and gain proficiency with Microsoft Office Suite, FileMaker or Salesforce database, Asana, website-based CRM, MailChimp, Adobe, and other apps and platforms. *Strong preference for someone with previous database experience, preferably Salesforce.*
- Positive outlook and problem-solving attitude.
- Demonstrated emotional intelligence, humility, cultural competence, feedback skills, and the ability to sustain trusted relationships with a wide array of people.
- Commitment to support the Eliot School as it develops and maintains a diverse workplace that is welcoming to all.
- Strong commitment to the Eliot School's mission of inspiring lifelong learning in craft and creativity for all.
- The highest ethical standards and discretion.
- Bilingual fluency a plus: Spanish, Mandarin, etc.

The Eliot School seeks to contribute to a more just and equal world. As we design our programs and spaces to pursue equity, we are currently asking ourselves: How do all parts of

our school enact our mission to inspire lifelong learning in craft and creativity for all? This position works with organizational leadership to develop and implement long-term vision and present-day program implementation based on a commitment to racial equity.

Supervisory Responsibilities

None

Physical Demands & Work Environmental Factors

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 regularly required to:

- Lift items weighing at least 20 lbs. at times.
- Sit for long periods of time.
- Maintain close visual contact with a computer monitor for long periods of time.
- Use repetitive wrist and hand motions involved in typing, sorting and handling documents.
- Push or position furniture and amenities (e.g., slide projector) in a classroom or event space.
- Climb 1 to 3 flights of stairs.
- Walk over uneven terrain such as the Eliot Schoolyard.
- Travel to partner sites and other work-related locations.
- Specific vision abilities required by this job include close vision and color vision.

Environmental factors include:

- LED lighting
- Noise from woodworking machines when passing through schoolhouse
- Shared workspace with other employees
- Forced air heating (in Annex) and/or radiator heat (in Schoolhouse)
- Limited air conditioning
- Efforts can be made to limit scented cleaning products, upon written request.

Salary & Benefits:

Salary commensurate with experience, \$40,000–\$44,000 full-time. Health insurance; employer match for 401K retirement plan; family & medical leave; professional development allowance; discount on classes. This full-time position offers the option to construct a flexible schedule. It requires some evening and weekend hours depending on programs.

To Apply:

To support our equitable hiring practice, please fill out this survey and follow the code instructions. This is designed to ensure a fair playing field for all candidates: <https://www.surveymonkey.com/r/35C7NWJ>

Send resume and cover letter to Angela Lett, Director of Development & Communications at development@eliotschool.org with “Development Associate” in the subject line. Please, no phone calls.