

## NEW BEGINNINGS FAMILY ACADEMY: JOB DESCRIPTION

**Title:** Development Associate, Individual Giving/Communications

**Reports to:** Chief Strategy Officer

**Classification:** Staff/Full-time/Exempt/12-month

**Summary:** The Development Associate must be committed to and advocate for NBFA's mission to provide students a meaningful, high-quality education through experience-based learning that helps develop essential social, emotional and critical-thinking skills. This gives all children a foundation to achieve their full potential at every stage of life. The Development Associate will have primary responsibilities of individual giving, corporate volunteering and the bi-annual fundraising Gala. The Associate will also assist in other facets of development activities including monthly donations, solicitation mailings, research, and social media.

### **Principal Accountabilities:**

1. Identify new potential individual donors to increase NBFA's base of support, through online and offline research
2. Cultivate existing donors to ensure repeat and increased donations
3. Create a strategic plan for each individual donor to ensure retention
4. Leverage corporate volunteer events to translate corporate volunteers into individual donors
5. Maintain a monthly donors program, including acquisition and retention efforts
6. Support event planning and implementation efforts, including the biennial benefit
7. Assist with preparation of donor solicitation mailings throughout the fiscal year
8. Input donations into donor management system
9. Produce timely and accurate donor reports
10. Assisting with other internal needs such as yearbook, field trips and graduation

**Certification, Knowledge and Skills:** The Development Associate must:

1. Possess a Bachelor's degree
2. Have a minimum of 3-5 years development experience
3. Demonstrate excellent interpersonal and verbal communication skills
4. Have sound writing skills
5. Be able to prioritize tasks and effectively manage time
6. Have strong computer skills with experience working in a donor database, preferably Sage
7. Be interested in education reform

**To Apply:** submit a cover letter and resume to [employment@nbfacademy.org](mailto:employment@nbfacademy.org)

Compensation: \$45,000.00 - \$55,000.00 a year plus full health benefits.