



Job Title	Development Associate	Department	Development
Status	Exempt, Full-time	Reports to	Chief Financial Officer

General Description

The Development Associate supports the fundraising efforts of the organization by coordinating individual donor appeals, assisting with grant writing and reporting, maintaining accurate donor records, and supporting overall development operations. This role is ideal for someone detail-oriented, proactive, and passionate about not-for-profit fundraising. The Development Associate is managed day-to-day by the Development Operations Manager.

Responsibilities**Appeals & Individual Giving**

- Assist in the planning, production, and execution of direct mail and digital fundraising campaigns (e.g., start of season, holiday card, Giving Tuesday).
- Assist with donor communications, acknowledgment letters, and thank-you letters.
- Help segment donor lists and personalize outreach to improve engagement and retention.
- Maintain the donor stewardship calendar and ensure timely follow-up.

Grants & Institutional Fundraising

- Conduct prospect research on foundations and grant opportunities.
- Support the development of grant proposals, letters of inquiry, and supporting documents.
- Track submission deadlines and reporting requirements in a grants calendar.
- Assist with compiling impact data and narrative content for reports.

Data & Systems

- Maintain accurate and up-to-date donor records in the CRM/database.
- Generate donor reports, mailing lists, and fundraising metrics as needed.
- Ensure gift entry and acknowledgment processes are timely and accurate in collaboration with records administrator.

Administrative & Team Support

- Provide administrative support to the development manager.
- Attend Cliburn programs and events as scheduled.
- Adhere to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of donors.
- Enthusiastic commitment and willingness to participate above and beyond enumerated job responsibilities alongside all staff working to achieve the Cliburn's mission.

Education, Experience, and Attributes

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| <ul style="list-style-type: none">• Bachelor's degree required• 1–3 years of experience in not-for-profit development, fundraising, or related field• Experience with donor databases or CRM systems (e.g., Raiser's Edge) preferred• Proficient in Microsoft Office Suite• Trustworthiness and ability to handle confidential materials and situations | <ul style="list-style-type: none">• Self-motivated and directed• Strong organizational skills and attention to detail with high degree of accuracy• Ability to prioritize conflicting demands and multiple projects, meeting deadlines in a fast-paced environment• Flexible; ability to problem solve and adapt to changes quickly and with grace |
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*** Accountable • Consistent • Self-Regulated • Punctual • Collaborative • Committed to the Cliburn's Mission ***