

## **Development Associate**

The Development Associate demonstrates a passion and enthusiasm for the mission of the Wellspring Life Ministry (WLM). This full time position provides strategic and operational support in managing donor development and relationships, special events, and identifies resources to grow the mission.

Must be in agreement with the Mission, Vision and Values and the Code of Christian Conduct of WLM and agree to uphold them in word and deed. Must demonstrate a personal relationship with Jesus Christ, exhibit spiritual maturity, and be a participating member of a local church.

The Development Associate reports to the Director of Development and the CEO.

### **QUALIFICATIONS**

- BS/BA in English, Communications, Business Administration, or equivalent experience
- Excellent written and verbal communication skills, including a personable and winsome phone demeanor
- Experience in special event management
- High level of organizational ability to manage multiple projects simultaneously
- Ability to establish measurable goals and objectives and implement strategies
- Ability to maintain high degree of confidentiality and responsibility regarding information related to donor/partners of WLM
- Skilled at developing relationships between WLM and community organizations and individuals
- Competent and experienced with different social media platforms
- Demonstrates the ability to work independently, while effectively leveraging available resources, while seeking support as necessary

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist in creating and implementing the annual development plan with DOD and Team
- Creates content for a variety of WLM communication including newsletters, thank you letters, emails and appeals
- Prepare a monthly development report and other reports as requested by DOD/CEO

#### **Donor/Partner**

- Research and ID potential new partners including foundations, businesses, corporations, and individuals
- Assist CEO/DOD in maintaining accurate partner segmentation records and assisting with communications, and relationships
- Stewardship work, including phone calls, emails, texting, and other forms of communication with partners

#### **Outreach and Special Events**

- Assist with planning, managing, and executing all special events with the Director of Outreach and Operations (DOO), including the bi-annual Banquet, annual Walk & Run for Life and other events, which will require occasional evening and weekend hours
- Working with the DOO to coordinate church relations and community events, including Baby Bottle campaigns and community fairs
- Working with outside vendors on events and other ministry needs

#### **Grants**

- Work with the CEO/DOD in the research and writing of grants

**Development Database**

- Maintain comprehensive, detailed and up to date individual partner records

**Communication**

- Comfortable and effective public speaker in communicating the mission and vision of WLM
- Creative in written communication, developing collateral materials such as direct mail pieces and bi-annual donor/partner newsletters
- Work with the DOO and DOD and on all social media communications, including Facebook, Instagram, and e-newsletter

**Additional**

- Work from different office locations as needed, being flexible to ministry needs
- Attendance at trainings and conferences as needed, occasional travel/overnight
- Attendance at the next WLM volunteer training
- Ability to lift material weighing up to 30 pounds and walk up a flight of stairs
- Must have own vehicle
- Other duties as assigned to meet the needs of the ministry