

**POSITION DESCRIPTION
DEVELOPMENT ASSOCIATE**

ORGANIZATION PROFILE

Founded in 1983, The Wooden Floor is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through national licensed partners, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. 100 percent of students who graduate from The Wooden Floor immediately enroll in higher education. Our students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

POSITION SUMMARY

The Development Associate (DA) is a key frontline fundraising position to help expand The Wooden Floor’s fundraising and donor relations efforts in support of the organization’s mission and year-round programs. This position is part of the Development Department and works closely with Director of Development (DOD), Development Coordinator (DC), Grants Consultant (GC), and the Communications and Development Assistant (CDA), as well as the Chief Executive Officer (CEO). Under the direction of the DOD, the DA executes the organization’s fundraising strategies with a primary focus on entry-level individual and corporate giving (\$100 - \$5,000). The DA will be responsible for initiatives under the Annual Fund consisting of individual/corporate donors, stewarding current relationships, and building new relationships with potential supporters and event volunteers. This position supports overall efforts in growing the organization’s robust, diverse donor base through assisting with the planning and execution of: fundraising/cultivation events, corporate/individual proposals, and annual appeals. This position also requires high level of attention to detail, discretion, and mature independent judgment in working with donors and handling sensitive and confidential information. He/she coordinates department-wide administrative functions including: gift administration and donor database management (Raiser’s Edge), fundraising report and presentation preparation, events and meeting coordination, grants and prospect management, solicitation and donor stewardship coordination, and budget tracking. In addition, he/she is flexible in performing a wide variety of special projects at the request of the DOD. The ideal candidate equally enjoys building new donor relationships along with fundraising strategies to advance organization’s overall Fundraising Plan.

REPORTS TO: Director of Development (DOD)

CLASSIFICATION: Non-Exempt

STATUS: Full-time (Monday – Friday, 9:00am to 6:00pm)

Essential Job Functions:

- Manage entry-level and sustaining donors and develop and execute personalized moves management strategies with the DOD and CEO to encourage current and increased giving and engagement among low-tier supporters.
- Research and build new relationships with business and community leaders through community/board connections, community events, as well as in-person visits and other cultivation strategies.
- Help to advance corporate sponsorship strategies and new relationships: research and identify new corporate partnerships and event underwriters
- In partnership with DOD and DC, manage the planning and execution of annual fundraising events: *Keep the Promise* Wine Tasting Benefit™, Annual Concert Opening Night Reception, *Step Beyond* Annual Breakfast™, and Eat & Wrap Holiday Celebration.
- Lead prospective donor campus visits, tours, and cultivation meetings.
- Design, implement, and manage welcome series for prospective donors and first-time visitors.
- Manage donor phone calls and public inquiries.

- Collaborate with DOD and DC on coordinating of annual fund and special appeals, promotional publications, such as brochures, flyers, invitations, etc.
- Under direction of DOD, collaborate with DC on the execution of annual fund and special campaign initiatives plans, in alignment with comprehensive annual marketing calendar of activities and appeals.
- Oversee volunteers during fundraising campaigns and events.
- Manage and execute donor acquisition strategies and direct mail/digital appeals.
- Facilitate drafting appeal messaging, personalized acknowledgement letters, and reports.
- Assist the DOD with data analysis, reporting and budget forecasting for the annual fund activities, and progress towards goals.
- Support CEO and DOD with Development Committee meeting minutes and agendas.

Gift Administration

- Manage gift entry, batching, and acknowledgment process for all donations.
- Coordinate and prepare monthly pledge schedule and reminders.
- Strategize and manage database lists and reports for all direct mail and e-mail appeals.
- Maintain accurate database, digital correspondence, and hardcopy donor records.
- Fulfill donor recognition strategies.

Administrative Support

- Assist DOD in calendaring meetings and donor visits, and support meeting coordination with Chief Executive Officer.
- Provide general administrative support (e.g., e-mail/letter correspondence, mailing preparation, Excel spreadsheets, PowerPoint presentations, document copying, scanning and filing).

Required Education, Skills and Competencies:

- Minimum of Bachelor's degree, or equivalent work experience
- 1-2+ years of professional fundraising and/or donor relations experience
- Knowledge of fundraising fundamentals and continuous learner in fundraising best practices
- High-energy professional with strong initiative to build new relationships
- Professional demeanor and experience working with high level community/business volunteers
- Proficient database management experience, preferably Raiser's Edge
- Demonstrate initiative and a cooperative work ethic within a professional team
- Passion for youth, arts, and education
- Quick learner who thrives in a fast-paced working environment
- High attention to detail
- Mission-driven and business-minded
- Exceptional interpersonal, communication, and writing skills
- Excellent time management, project management, and organizational skills
- Proficient in MS Office and web research
- Ability to analyze and synthesize data from multiple sources, and present the resulting information in a clear summary
- Adept at prioritizing competing, time sensitive projects and deadlines
- Ability to pass criminal background check
- Possess a valid California Driver's License and maintain a clean driving

POSITION INTERACTIONS

- Internally, the Development Associate works most closely with the development, marketing/communications and senior leadership teams. Collaboration through thoughtful interaction and

coordination with staff organization-wide is important to perform job duties. Externally, this position interacts with donors, Board of Directors, and the general public at events, performances, and presentations.

COMPENSATION

- \$22.00 per hour upon demonstrated experience and qualifications.

To Apply: Send a copy of your cover letter and resume to: HR@TheWoodenFloor.org, Subject: Development Associate

Americans With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Occasionally
Squat: Occasionally
Crawl: Rarely
Climb: Rarely
Kneel: Rarely
Handle Objects: Frequently
Push/Pull: Frequently
Reach Above Shoulder Level: Occasionally
Sit: Frequently
Stand: Occasionally
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift loads between 25-50 lbs: Occasionally
Carry/Lift Loads over 50 Pounds: Occasionally
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Occasionally
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Rarely
Construction Activities: Occasionally
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Not applicable
Confined Spaces: Rarely
Elevated Work Location: Frequently
Radioactive Materials: Not applicable
Temperature Variations: Occasionally
Gas System: Not applicable