

Development Associate - Fundraising, Full-time

Overview:

Provides administrative, systematic, and creative support to the UTEC Development/Fundraising team to execute elements of the annual fundraising and communications plans. Role includes processing gifts, managing donor database system, assisting with donor cultivation and stewardship, and providing support for organizational events.

Responsibilities:

- Manage gift analysis, entry procedure, and prompt receipt/acknowledgement to donors
- Manage database, including data entry, report designs, and systems updates
- Special events planning, support, and logistics
- Assist in generating, producing, and sending mailings and e-mail marketing campaigns
- Assist with stewardship management including proactive and reactive prospect research
- Point of contact for Development & Finance monthly reconciliation
- Work directly with Chief Executive Officer on donor data and reporting needs
- General Development team office support

Position Requirements:

- Strong Salesforce database skills **required**
- Bachelor's or Associate's degree
- 2-3 Years of experience in non-profit development/fundraising
- Excellent attention to detail and solid project management skills
- Able to prioritize tasks in a fast paced environment
- Strong knowledge of MS Office, including Excel and PowerPoint; Constant Contact; and LinkedIn
- Proficiency with WealthEngine a plus
- Team player, self-starter, interested in personal and professional growth
- Able to work occasional weeknight evenings

COMPENSATION: Based on experience. Full benefits package including 3 weeks of vacation, paid holidays and sick/personal time, and partly-subsidized health and dental insurance.

HOW TO APPLY: Please submit thoughtful cover letter (required) and resume (required) to lbailey@utecinc.org with "Development Associate" in the subject line. No calls, please. Not all inquiries will receive a response.

ABOUT UTEC: UTEC's promise is to ignite and nurture the ambition of our most disengaged young adults to trade violence and poverty for social and economic success. UTEC's outcomes-focused model begins with intensive street outreach and correctional facility in-reach to meet proven-risk young people "where they are." UTEC engages young adults in workforce development programs through our social enterprises and onsite alternative education, with long-term coaching and support services. Social justice and civic engagement are embedded in all programming. For more info, please visit www.utecinc.org