



DEVELOPMENT ASSOCIATE

Development Administration | CRM Management

Full-time, 40 hours per week

Salary: \$54,000 - \$58,000 annually

OUR MISSION & MOTIVATION

The Human Impact exists to befriend the homeless, bridge the relational gap, and build long-term community to change lives. We follow Jesus to “His poor” (Mother Teresa). We see God using His power to defend the cause of the vulnerable, marginalized, and oppressed. We want to join Him in this work—using our resources, network, and gifts to care for those He loves.

THE JOB

The Development Associate manages the day-to-day administration of THI’s donor development efforts including data entry, reporting, and maintaining accurate donor records and campaign webpages.

We are in it for the long haul, both on the streets and with our donors. That means we take the time to get to know each individual and care for them as they discern whether to direct their financial resources toward our work.

This role also supports and executes creative projects that advance our development efforts, including preparing donor presentations, assisting with event planning, contributing to creative writing and design for campaigns, and helping bring fundraising initiatives to life. This role may serve as a liaison with the Director of Communications, as well as internal / external designers and vendors.

You are an experienced nonprofit professional with excellent communication and interpersonal skills. You can manage multiple priorities with organization and attention to detail. You bring both accuracy and creativity to your work and contribute to thoughtful donor engagement and strategy.

RESPONSIBILITIES

- Act as steward and manage all aspects of Bloomerang database, ensuring accuracy and integrity of all constituent and transaction data
- Attend weekly development meetings and coordinate the collection of donor prospecting and cultivation information

- Record and process all donations, as well as manage acknowledgment process, including In-kind gifting and receipting
- Assist in the creation and maintenance of annual Development calendar
- Organize and maintain electronic files in SharePoint Development Folder
- Oversee the creation and updating of all SOPs for Development tasks
- Manage all logistics of donor mailings done both in-house and through outside printer
- Coordinate and support the execution of campaign strategies
- Assist the Director of Development with the planning, coordinating and execution of fundraising and donor events
- Manage expense reports for Development team
- Maintain inventory of development materials, e.g. letterhead, thank-you notes, marketing collateral, etc.
- Help manage development assets in Canva
- Spend at least 4-6 hours a month on the streets with Advocates

PREFERRED SKILLS & EXPERIENCE

- Project management skills; demonstrable track record of taking ownership, initiative and responsibility, meeting commitments, being a self-starter and goal oriented
- Detail-oriented and a creative inquisitive thinker
- Demonstrate personal initiative and ability to easily shift focus to respond to changing priorities
- Employ good judgment and be able to work with little supervision
- Proficient in all Microsoft Office products
- CRM database management experience
- Proficient in Canva and graphic design
- Excellent written and verbal communication skills
- A personal calling to our ministry demonstrated through previous community volunteer work with homeless and/or marginalized
- Pursuing a close and growing relationship as a disciple of Jesus Christ

To Apply: Email a **Cover Letter** (telling us why this is the job for you) and **Resume** to jobs@thehumanimpact.org. Write “Development Associate” in the subject line.