



## **Position: Development Associate**

Christian City offers life-changing hope to children and seniors alike, all on an idyllic 500-acre campus south of Atlanta's Hartsfield-Jackson International Airport. Children who have been victims of abuse, crime and poverty are provided the support they need in a safe and loving home environment. Seniors enjoy a vibrant community with a full continuum of residential and support services, including independent living, subsidized apartments, skilled nursing, rehabilitation services, an Alzheimer's residence, onsite pharmacy and hospice care.

We are seeking a Development Associate (DA) to join our growing fundraising team. Reporting to the Chief Development Officer, the Development Associate has broad responsibilities for administrative supporting of all fundraising activities, managing logistics for special events, assisting with execution of staff and resident campaigns, and coordinating all development-related volunteers.

## **Qualifications**

- One to three years of progressive fundraising experience in a non-profit organization.
- Experience working with large, fundraising special event.
- Excellent business etiquette.
- Bachelor's degree is communication, marketing, nonprofit management, or a related field.
- Excellent oral, written communication and presentation skills with a clear embrace of the mission of Christian City.
- Highly organized approach to work with strong follow-through on tasks and goals.
- Communication of a positive attitude, showing concern for people and community and demonstrating presence, self-confidence, common sense, and good listening ability.
- Donor centered approach with commitment to excellent customer service.
- Strong computer skills, in Microsoft suite. Experience with donor database software (Raiser's Edge) is preferred.

## **Responsibilities**

- Assist development staff and volunteer leadership with the identification, cultivation, solicitation, and stewardship of donors at all giving levels to the annual fund, including major, special and planned gifts, foundation proposals and reports, as well as resident, staff, capital and special campaigns.

- Assist with the management of various cultivation, fundraising and stewardship events and solicitations, including merging and mailing of solicitation letters and invitations, pulling data lists, tracking reservations, and other related tasks.
- Manage logistics for all special event activities.
- Coordinate volunteers assisting with development related functions.
- Maintain records for donor giving levels and stewardship activities.
- Coordinate hospitality and meeting needs for donor, volunteer and fundraising meetings and activities.
- Demonstrate professional conduct at all times, managing conflict with grace, tact and patience.
- Participate in development meetings and in professional education to strengthen knowledge and skills.
- Perform other related duties as requested.

### **How to Apply**

Submit a resume and cover letter to [Llandrum@christian-city.org](mailto:Llandrum@christian-city.org).