

Development Associate

Status: Part Time (24 hours/week)

The Development Associate supports Historic Sotterley's overall development plan and Strategy for Giving as part of the philanthropy team. The Development Associate will work under the supervision of the Director of Advancement.

The Development Associate will:

- Work with the Director of Advancement to support the creation and implementation of a set of strategies to promote the growth of individual giving, major gifts, and corporate gifts.
- Maintain Donor Perfect database of all supporters of, and donations to, Historic Sotterley. This will include the input, processing, and maintenance of all data such as new and current supporter contact information, membership renewals, new entries, in-kind and monetary donations, creation of donor lists, processing of online payments, management of online payment portal, generation of pledge invoices, and management of interfaces between Donor Perfect data and financial and marketing software, following standards for data accuracy and integrity.
- Maintain acknowledgement program, ensuring that formal acknowledgement is mailed within one week of receipt of gift while conscious of the need for special and individually tailored acknowledgement. Track attrition/acquisition of any members/donors.
- Clarify, implement, monitor, and honor donors' intent and instructions and ensure that allocations are accurately documented in the organization's records.
- Receive and respond to external and donor /constituent inquiries, prepare personal letters of invitation, thanks, explanation, information, and cultivation as directed.
- Provide regular fundraising and donor reports in support of relationship strategy and run any other needed reports including those for the newsletter and annual reports.
- Support key marketing efforts such as the newsletter and carry out quality control function for outgoing donor related documents to include proofreading and editing text.
- Research individual and corporate donor prospects as directed and develop donor briefs as tools for comprehensive donor cultivation.
- Support special events to include aiding in the acquisition and stewardship of sponsors, developing and maintaining guest lists, implementing follow up activities, and support with set-up and logistics for events.
- Provide staff support for directives and initiatives of the Development Committee.
- Attend staff meetings and other meetings pertinent to the development program.
- Other duties as assigned

This position is part-time with flexible hours, but some evenings and weekends will be required. Attention to detail, positive attitude, ability to multi-task, cordiality, and a deep commitment to the historic site's success are crucial. A professional and diplomatic demeanor is critical to succeed. Excellent computer skills are required including comfort with general database protocols, data entry, MS Excel, MS Word (to include mail and email merges), along with knowledge of basic finance and mobility to access areas of this historic site. Has a demonstrated ability to work independently and part of a fast-paced team.