# Development Associate – Full Time

**Purpose**: The purpose of the Development Associate is to assist in generating revenue through comprehensive development activities. This individual will perform various tactical duties in collaboration with the co-Executive Directors to develop, plan, implement, and facilitate various fund raising programs. The Development Associate will work closely with the co-Executive Directors to assist in communication with various constituents of ACMNP.

**Requirements for all positions at ACMNP include:**

Demonstrate excellence in verbal and written communication

Strong interpersonal skills

Excellent organizational, time-management, and multi-tasking skills

Self-motivated and ability to work in fast-paced team environment

Proficiency in computer technology including Microsoft Office programs

A love and deep commitment to the ACMNP mission

A love of the national parks

**Key Responsibility Areas:**

* **Constituent Development**
* Raisers Edge Database and NXT
  + Update constituent records with action items and notes
  + Constantly monitor and highlight action items that need to be taken
  + Find and develop new leads, provide insights and actions to co-Executive Director’s
  + Conduct donor research through donor tracking software and online tools
  + Pull regular reports and summaries
* Moves Management
  + Assist co-Executive Directors in creating donor profiles and action plans to discover, cultivate, connect, invite, acknowledge and fulfill donor engagement
* Coordinating solicitation of major donors
* Identifying prospects to join monthly “Inner Circle” program
* **Research and Implementation**
  + National Rating Sites
    - Implement and maintain presence on sites Guidestar, Charity Navigators, Better Business Bureau, Givewell, and Colorado Gives
  + Grants and Foundations
    - Assist with proposals for major gift donors, corporations, and foundations
    - Prepare and submit grant applications
    - Research funding programs for which ACMNP might be eligible
  + Analyze market trends and conditions
  + Identify and report about donation sources and ongoing progress
* **Donor Relations**
* Oversee and expand “Inner Circle” monthly giving program
  + Maintain ongoing communication with current monthly donors
  + Cultivate alumni and new donors to join
* Assist in developing and sending donor thank you notes on a regular basis
* Identify, plan and coordinate small regional development gatherings
* Communicate with donors and friends of ACMNP to maintain strong relationships to ensure continued support
* **Communications**
* Marketing
  + Collaborate on direct mail and donor marketing pieces to develop appropriate printed and written materials to support fundraising activities
  + Assist in creating e-newsletters and content to maintain ongoing correspondence with donors
* Appeals
  + Proofread fundraising and communications materials, including fundraising appeals, proposals, marketing brochures, annual report, and newsletters
  + Work in collaboration with co-Executive Director’s on donor campaigns and annual appeals
  + Facilitate written correspondence to secure increased financial support
* Reports
  + Create and deliver fundraising reports at biannual Board of Directors meetings
  + Track fundraising progress and effectiveness of current and past campaigns to share with co-Executive Directors and national office staff
  + Manage a calendar of events to ensure timely execution of development activities
* **Serve as contributing member of the ACMNP staff team with a heart for the entire ministry.**

**Skills and Qualifications:**

* Personal faith in Christ Jesus that can be expressed in an engaging manner.
* Personal integrity, sensitivity and caring that inspire confidence in our constituencies with the ability to maintain confidentiality in all matters and specifically financial.
* Excellent communication and interpersonal skills.
* Ability to express and maintain clear goals.
* Strong problem-solving skills.
* Detail-oriented.
* Proven track record in managing complex multi-faceted projects.
* Comfortable with working cooperatively in interdenominational settings.
* Ability to travel on occasion.
* *Desired Skills include:* Raisers Edge Donor Database, Wordpress, and Mail-Chimp.

**Pay:** Compensation is commensurate with education and experience as an entry level position.

**This position reports directly to the co-Executive Directors and will be responsible for achieving annual goals developed in collaboration with the co-Executive Directors and other ACMNP staff.**