



## DEVELOPMENT ASSOCIATE

The Development Associate helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by supporting the development team in day-to-day operations, event execution, and church engagements.

**HOURS:** Full-time, 40 hours/week

**PAY RATE:** \$21.00-24.00/hours, depending on qualifications

**BENEFITS:** Medical, Dental, HSA, Life Insurance, Long-Term Disability, 403b Retirement Account, Short-Term Disability, Accident Insurance, Paid Time Off and Holiday Pay

### REPORTS TO

Development Manager

### POSITION RESPONSIBILITIES

- **DEVELOPMENT ASSISTANCE:** Provide administrative support to the development team in daily operations. Develop expert knowledge of the donor database and track donor touchpoints. Collaborate with development and marketing teams to pull reports and create mailing/email lists tailored to specific campaigns. Communicate with donors--individuals, families, businesses, and foundations--via phone, email, and occasional in-person meetings as directed. Respond promptly to supporter inquiries by phone or email. Support the overall, comprehensive development strategies for the organization.
- **EVENTS:** Collaborate with development and leadership teams to execute all major supporter events, including but not limited to: Annual Gala, Laugh for Life, Diaper Bundling Bash, and women's event. Assist with the planning and execution of minor events, including but not limited to: Birth Mother Brunch, Conquerors Night of Worship, and additional donor gatherings. Track and coordinate logistics for each event including timelines, promotions, vendor selection, payment arrangements, registration tools, and staffing. Manage event registration processes and maintain accurate records. Work with the Volunteer Coordinator to secure volunteers for major fundraising events. Supervise day-of-event personnel to ensure smooth execution.
- **CHURCH ENGAGEMENT:** Support the Development Manager in implementing engagement strategies for Twin Cities church partners. Respond to church requests for speakers, involvement opportunities, and information tables. Coordinate and participate in speaking engagements and church events. Host and facilitate church volunteer groups in collaboration with First Care offices. Some weekend and evening hours required (average 2 events/month). Promote church partnership opportunities, especially during Sanctity of Human Life Month and the World's Largest Diaper Drive. Manage Baby Bottle and other church fundraising campaigns. Maintain and regularly update contact list of supporting churches based on involvement. Work with each First Care location to update church resource and referral list as needed.

### POSITION QUALIFICATIONS

- Bachelor's Degree in Business, Communications, Marketing, or related field; or 1-2 years of applicable experience.
- Administrative and/or Development experience preferred.
- Event planning experience preferred.
- Excellent oral and written communication skills.



- Meticulous and thorough in managing tasks, documentation, and follow-through.
- Proficiency in Microsoft Office based software, specifically Excel.

### **OUTREACH**

Attend all New Life fundraising events and other agency sponsored events. These include some evening and/or weekend hours. Speak periodically in churches and/or community events on behalf of the agency.

### **SELF-DEVELOPMENT**

Participate in appropriate workshops and training sessions and ensure continuing education requirements are met.

### **CORE VALUES/COMMITMENTS**

- Demonstrates faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibits strong commitment and dedication to the sanctity of all human life.
- Exhibits strong commitment and dedication to sexual purity.
- Attends weekly staff and prayer meetings.
- Is able to express a clear understanding of the inner workings of a pregnancy care center.
- Demonstrates strong interpersonal and administrative skills.
- Exhibits strong organizational skills and the ability to manage multiple responsibilities at once.
- Exhibits ability to respect client and donor confidentiality through the safe keeping of related information.

### **DIRECT REPORTS**

None

APPROVED BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_