



Title: Development Associate

Date: November 2022

Department: Development

Reports To: Director of Development

Mission

Can Do Multiple Sclerosis transforms lives! We deliver educational programs on exercise, nutrition, and symptom management to inspire and motivate long-lasting change for those with MS and their families to help them thrive.

Position Summary

The Development Associate is responsible for supporting the Development Department with gift entry, events, and peer-to-peer fundraising campaigns.

Duties/Responsibilities

General Department/Annual Giving and Fundraising Support (70%)

- Assist the Development Department in various duties such as, but not limited to, gift entry, donor acknowledgment letters and phone calls, and planning events.
- Assist the Development Department in donor prospecting using available software and prospect management techniques.
- Assist with direct mail campaigns and special appeals.
- Track metrics relevant to development initiatives and provide input for all written institutional materials (including the annual report, board reports, etc.).
- Utilize peer-to-peer fundraising software to create and manage online fundraising platforms and track special event contributions where applicable.
- Maintain donor database and reporting related to special events.
- Analyze and research prospects within database , as well as qualify new donors.
- Develop and coordinate logistics and marketing efforts for annual/monthly giving, special events and board giving.
- Maintain a comprehensive donor database through the management of contributions, acknowledgments, and accurate profile information
- Track donor data and create relevant lists and reports for internal and external stakeholders

Event Management Support (30%)

- Assist in volunteer recruitment and coordination.
- Support the development department with marketing, events, travel, and trade show preparations/scheduling.
- Assist in the cultivation and solicitation of local and national supporters for special events (silent auction solicitations).

Qualifications

- Education/Experience Requirements
 - Four-year college degree.
 - 1-2 years' experience in nonprofit development, database management, special events, and/or marketing is preferred.
 - Proven experience in working with staff and volunteers in fundraising and event activities
- Knowledge, Skills, and Abilities
 - Excellent writer and proofreaderExcellent organizational skills, ability to prioritize, and manage multiple ongoing projects.
 - Self-starter with ability to work both independently and as part of a team.
 - Ability to communicate clearly with internal and external stakeholders.
 - Strong computer skills; proficient in Microsoft Office products
 - Strong database and analytical skills; proficient understanding of database management systems and web-based fundraising platforms.
 - Experience in sponsor fulfillment communications, both internally and externally.
 - Ability to work in a fast-paced, creative, and deadline-oriented environment.
- Physical Demands
 - Some lifting of boxes associated with set-up for events.

Work Environment

- Exposure to a normal office environment.
- Willingness to travel to special events. .
- In-person with flexibility to work from home

Salary & Benefits

- \$45,000-\$50,000 per year
- Benefits include: Health insurance, dental insurance, 403(b) retirement plan, and bonus plan.

Please send cover letter and resume to

- Kirsten Kiefer, kkiefer@cando-ms.org; Subject Line: Development Associate