

Resource and Development Associate

Primary Function/General Purpose of Position

Support the organization's fundraising efforts by serving as an integral part of the Development team. Provide administrative support to the Executive Director and Director of Resources and Philanthropy. Key role in supporting fundraising and events focused on cultivating and retaining key stakeholders to support our mission.

Employment Qualifications

- Minimum of a bachelor's degree and 3 years of non-profit or higher administration experience
- Effective oral and written communication skills, including use of social media
- An understanding of the non-profit, voluntary, private and public services sector
- Strong administrative skills (recording minutes, managing various calendars, knowledge of excel)
- Strong analytical and problem solving skills
- Strong interpersonal skills
- Quality driven--including competency in goal setting and meeting specific measurable outcomes
- Ability to work both independently and collaboratively
- Event planning skills
- Experience with donor management systems
- Fundraising experience
- Sensitivity to diversity in its many forms among all constituents and stakeholders
- Access to a vehicle

Job Responsibilities

- Oversight of donor database, GiftWorks, and providing strategic and operational support for the organization's fundraising programs.
- Managing and maintaining data, documentation, all analytic al reports and training on the system.
- Processes donations and manages gift acknowledgements.
- Team lead responsible for business solicitation and outreach.
- Provides administrative support to the Executive Director and agency directors including scheduling, meeting logistics and support, correspondence, filing, etc.
- With other team members, provides support regarding special events, including planning and implementation.
- Acts as Recording Secretary to the Board of Directors, working closely with the Board Secretary in the preparation of timely and accurate Board meeting minutes. Provides administrative support to the Board of Directors and its committees and taskforces, as assigned by the ED.
- Lead in monitoring overall agency calendar of activities and events.
- Adheres to agency's policies and procedures. Actively participates in the other activities of Health Brigade.
- Other duties as assigned
- Will require some evening meetings