

Development Associate Position

This position will involve work in our West Chester office as well as flexible work from home. The Development Associate (DA) will report directly to the Director of Strategy and Development but will work closely with the President and other development staff as well to create and carry out Unite for HER's development initiatives to support mission activity and outreach throughout the service area. The position requires fundraising experience with special events and sponsorship solicitation, as well as demonstrated ability to develop and nurture relationships with major individual and corporate donors. The position includes developing and sustaining donor relations, and working cooperatively with staff, volunteers, and members of the Board of Directors. The successful candidate will be self-motivated, highly organized, compassionate, committed to women's health issues, and knowledgeable about the giving community in the Philadelphia area.

Essential Responsibilities but not limited to:

- Identify, cultivate, solicit and steward individual donors, corporate partners, foundation, and grant opportunities, with an emphasis on event sponsorship.
- Assist staff with executing special events including four signature events: Pink Invitational, Bloom, 5K Run/Walk, and Harvest.
- Engage in donor cultivation through various communications, including phone calls, written cards, and attending funder/donor-related events.
- Assist in the organization and production of donor cultivation events and special programs.
- Assist with entries and maintenance of donor database (Salsa).
- Cultivate, manage, promote and support outside fundraisers.
- Oversee and assist with fulfilling event sponsorship benefits and stewarding sponsor relations.
- Assist with recruitment, orientation, and management of volunteers.
- Work in partnership with staff on all activities to support the Development Committee, events committees, and the Board of Directors.

Please send resumes to sweldon@uniteforher.org