



ROLE PROFILE

Development Associate

The Development Associate is an integral member of The Emerge Foundation's team of mission-driven, energetic fundraising professionals. This position provides support to the entire team with an emphasis on event logistics, database management and communications-related tasks.

Duties and Responsibilities

Event Support

- Assist with event logistics (e.g., A/V, food/beverage, entertainment, auction set-up).
- Help with the creation and finalization of guest lists and event invitations, oversee ticket purchasing as well as on-site registration/check-in.
- Develop event collateral and online marketing tools.
- Support fundraising goals through sponsor and attendee outreach, auction item solicitation and raffle ticket sales.
- Assist with on-site auction and raffle activities including preparing bid sheets and displays. Track and reconcile payments post-event.
- Help with recruitment, training and management of volunteers during fundraising events and with their solicitation activities.

Database Management and Gift Processing

- Enter gift information into Salesforce and prepare weekly deposit logs with check scans.
- Work with the Accounting Specialist to ensure that online and offline gifts are coded properly.
- Prepare gift acknowledgements and mail within 48 hours of gift receipt.
- Maintain accurate, up-to-date donor records including contact information, biographical insight, affiliation flags and family and corporate relationships.
- Pull appeal and event reports to prepare for mailings and solicitation activities.
- Provide gift information for annual audit to Emerge's accounting team.

Communications and Marketing

- Create online giving forms for appeals and registration forms for events.
- Take pictures of Center and School events and/or collect photos taken by staff.
- Develop content and graphics regarding operational updates and fundraising activities for social media and Constant Contact communications. Distribute to both internal and external audiences.
- Continuously update the Emerge website regarding staff changes, Board information, operational announcements and fundraising-related content.
- Work with therapists to create gifts made by Emerge children for donor stewardship.

Third Party Fundraising and Volunteers

- Identify opportunities to partner with families, companies and other community supporters to host fundraising events.
- Provide communications/marketing support to third party fundraisers.
- Steward partners by acknowledging them on social media and in donor newsletters.
- Organize give back nights and promote events through Emerge's communications channels.
- Oversee the annual Supply Drive. Work with Department Leaders to develop a wish list of items and identify, manage and thank supporters who participate.
- Recruit and oversee volunteers to help with Center and School special events and extracurricular activities.

Required Knowledge, Skill Qualifications and Experience

- Have a Bachelor's degree from an accredited college or university.
- Have held internships in a related field including marketing or communications.
- Display exceptional time-management and organizational skills needed to meet deadlines.
- Show persuasiveness and the ability to procure items needed for fundraising efforts.
- Demonstrate a professional demeanor whether in person, over the phone or via email.
- Work well alone as well as under direct supervision.
- Have experience with Adobe Acrobat, Canva, Microsoft Office Suite and Publisher.
- A familiarity with CRM software (e.g. Salesforce) donor engagement products (e.g. Mobile Cause and Constant Contact) and website development products (e.g. Elementour, Squarespace, and WordPress) would be preferred.

Interested candidates should send a resume and cover letter to Shelton Jones, Executive Director of The Emerge Foundation: sjones@emergela.org.

Emerge empowers children with autism and individuals with communication challenges to achieve independence through an interdisciplinary therapy program within an innovative educational model. Support from the community facilitates broad access to our services, expands our impact and enriches our unique learning environment. The Emerge Foundation provides sustained philanthropic support to The Emerge Center and The Emerge School.

www.emergela.org