



<b>Job Title</b>	<b>Development Associate</b>
<b>Job Summary</b>	<p>The Development Associate is responsible for maintaining our contact management system, providing member services, managing the membership fulfillment and renewal process, and reporting on our progress to staff, board, and committees. The position reports to the Development Director.</p>
<b>Key Responsibilities</b>	<p>Coordinate membership and giving campaigns, which includes: sending out monthly renewal notices, special appeals, performing gift processing, generating acknowledgement letters, and acting as liaison with mailing service for large mail campaigns.</p> <p>These activities must be performed on a consistent schedule regardless of variations in workflow.</p> <p>Manage and maintain donor records in BTA's Common Ground database (uses Salesforce as base layer), update records, enter new data into database, and oversee volunteer data entry efforts.</p> <p>While performing routine functions, the Development Associate should note any patterns or variations in data and propose efficiencies as applicable. This will include being the liaison for Staff to reconcile database problems. All work is done in a Mac environment.</p> <p>Produce routine and customized reports and mailing lists. Reconcile development</p>

	<p>income and expense records monthly with Finance Director.</p> <p>Work closely with Communications Director to facilitate constituent communications.</p> <p>Attend most Development Department functions both internally and externally. This can occasionally require some outreach work, interacting with the public to represent the BTA and it's mission.</p> <p>Work with Development Director to create additional events/campaigns to reach new donor constituencies.</p> <p>Assist with foundation research and grant writing.</p>
<p><b>Disclaimer</b></p>	<p>The Job Description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the Job Description and that other duties, as assigned, might be part of the job. This job description is designed to provide guidance to BTA staff. There are no contracts between BTA and its employees. All employees are "at will employees," meaning that any employee may quit or be fired at any time. BTA is free, at any time, to change the provisions of this job description.</p>