



## **Development Associate**

**Reports to: Development Director**

**Full-time: Exempt**

**Salary Range: \$40,500 - \$44,000**

**Basic Function: Provide support in development and marketing to help fundraise and build awareness of Alternatives' Services.**

### **Alternatives Overview**

Our mission is to inspire young people to create a just future through practices that heal individuals, restore communities, and transform systems. Since 1971, Alternatives has modeled innovative alternatives to the status quo in Chicago's youth services field. Our school and community-based therapy, prevention and leadership development programs support young people to individually and collectively address causes of substance abuse, grief and trauma while building social-emotional, career and social change skills. In addition to working directly with young people, we train, coach and advocate for youth-serving institutions like Chicago Public Schools to be restorative and trauma-informed.

### **Position Overview**

The Development Associate position is responsible for supporting development and marketing to help fundraise and build awareness of Alternatives' services. The ideal candidate for this position will have strong organizational and communication skills and will contribute to every aspect of development team activities. This role has room for creativity and independent motivation. This full-time position is responsible for managing the development calendar and coordinating all marketing activities including social media, website management, and external communications.

### **Responsibilities**

**Perform the following from a racial, gender, sexuality, and ability equity lens:**

#### **Fundraising and Cultivation (60%)**

- Maintain and update database tracking of all donor records including acknowledgment of donations (Donor Perfect);
- Assist with the coordination of all mailings including newsletter (Constant Contact), individual solicitations, invitations to special events, and regular content updates for supporters;
- Coordinate cause-marketing campaigns, and oversee donor and volunteer appreciation/cultivation efforts;
- Manage event logistics, serving as the point of contact for vendors (i.e. catering, venue, printing), supporters and sponsors, volunteers, table sponsors, and attendees;
- Record and track event data and constituent information, including budget information, registration lists, and revenue.

#### **Individual Giving and Donor Stewardship (20%)**

- Collaborate with the Development Director on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors.

### **Corporate and Foundation Relations Support (10%)**

- Conduct grant and sponsorship research and prospecting;
- Provide support and preparation of materials for site visits;
- Design and develop sponsor and funder collateral as needed;
- Fulfill sponsorship recognition and benefits, including communications such as social media and press release, signage and merchandise, website updates;
- Assist with program event logistics as requested, including activities such as photography, volunteer management, or communications activities.

### **Operations, Infrastructure, and Other Roles (<10%)**

- Manage updates and contributions to website (Wordpress);
- Produce monthly/quarterly email report on agency highlights;
- Coordinate materials for Annual Report for the agency;
- Manage social media strategy with regular posts and engagement tracking;
- Produce standard monthly and quarterly income reports of donation revenue;
- Schedule and attend Development Committee meetings
- Assist Development team with general administrative responsibilities;
- Help ensure the smooth operation of department and other duties as assigned.

### **Qualities and Qualifications**

- Mission and values driven with a strong commitment to social justice;
- Prior experience working with annual funds, direct mail and/or online giving a plus;
- Detail-oriented and proactive approach to managing time-sensitive projects;
- Open to and appreciative of feedback, responsive to direction and coaching;
- Capable communicator with an astute eye for written and visual communication in particular (design or marketing experience, including ability to use design software a plus);
- Computer proficiency including Microsoft Office suite (experience with Donor Perfect, Wordpress a plus);
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary.
- Consistently learning and working within the following frameworks: Anti-oppression, Positive Youth Development, Trauma-informed and Balanced and Restorative Justice.

**Please send a copy of your Resume and Cover Letter to [Careers@alternativesyouth.org](mailto:Careers@alternativesyouth.org).**

Applicants from the communities we serve are strongly encouraged to apply.

*The above job description is subject to modification and change at the discretion of the Executive Director and/or the Director to whom this position reports to reflect necessary contract/program or funding changes.*