



## **JOB DESCRIPTION**

**POSITION TITLE:** Development and Communications Associate

**REPORTS TO:** Director of Communications and Development

**LOCATION:** Pittsburgh, PA

**FLSA STATUS:** Non-exempt; Part-Time Position (20-25 hours per week)

**SALARY RANGE:** \$16 - \$20 per hour

### **POSITION DESCRIPTION:**

Reporting to the Director of Communications and Development, this role supports fundraising, community outreach, and marketing activities. The Development and Communications Associate contributes to the team's engagement efforts, and assists with marketing and development plans and materials, while ensuring data accuracy. The position requires strong communication and organizational skills, as well as the ability to manage multiple priorities independently, while working collaboratively within a team-oriented environment.

### **CORE RESPONSIBILITIES INCLUDE:**

- Supports consistent stewardship by ensuring that acknowledgements, follow-up, and donor recognition are carried out and properly recorded in a timely manner.
- Manages data entry, gift processing, report extraction, and coordination of information from two different CRM systems.
- Collaborates on planning and coordination of fundraising, engagement, and community events.
- Aids with promotional activities (graphics for flyers and advertisements) for events and programs.
- Works with team to coordinate social media presence.
- Contributes to patron communications, including website, newsletters, Annual Report, and community and donor engagement materials.
- Participates in meetings and special events in the evenings and on weekends, as required.
- Assists in other areas of the facility when needed.
- Other duties as assigned.

### **QUALIFICATIONS:**

- A bachelor's degree required. Experience in non-profit communications, development, marketing, or community engagement preferred.
- Strong interpersonal, communication, and writing skills required.
- Solid understanding of the principles of philanthropy and the associated strategies preferred.
- Customer-focused mentality with the ability to build relationships and professionally engage with all levels and types of patrons and donors.
- Experience working in CRM systems.
- Must be highly proficient with Google G-Suite or Microsoft Office suite of products, especially Excel. Familiarity with Publisher and WordPress preferred.
- Comfortable working both in a team-oriented environment and independently.
- Ability to integrate with and support a diverse and community-oriented organization, demonstrating a strong sense of safety, ethics, and values.
- Clearances will be required.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- Ability to travel locally for meetings and events.
- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods. The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Ability to lift up to 25 lbs, preferred but not required