



MCV - Development Associate - Role Description

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

CORE VALUES:

- Integrity
- Community
- Restoration
- Responsibility
- Productivity
- Affirmation

PURPOSE STATEMENT: A mission-critical volunteer is an individual who performs essential, non-compensated tasks typically integrated with staff, and is necessary for the organization's optimal functioning. The *Development Associate* serves in a manner that represents the *Changed Choices* mission, vision and values. This person assists the Director of Development through supportive services that ensure data integrity, timely donor communications, and strengthen donor relationships.

REPORTING RELATIONSHIPS: Reports to and works cooperatively and collaboratively with the *Director of Development (DOD)* for specific projects.

TIME INVESTMENT: The *Development Associate* can anticipate approximately 5-10 hours/week. After the initial training, there will be a combination of on-site and remote work.

MAJOR RESPONSIBILITIES:

- Enter gift and other data into Salesforce
- Help maintain clean data in Salesforce by regularly updating data and deduping accounts
- Thank donors (hand-written notes, calls, emails)
- Assist with Social Media content and posting
- Assist with graphic design in Canva

- Layout emails in Campaign Monitor
- Manage lists in Campaign Monitor
- Facilitate emailing and mailing new-donor welcome communications
- Assist with assembling print mailings to get to the post office
- Proofread outward facing communications
- Research Grant opportunities
- Assist with Development Events (Educational, Donor appreciation and Fundraising)
- Meet regularly with the Director of Development

REQUIREMENTS:

- Excellent oral and written communication skills
- Ability to engage with organizations and individuals of varying denominations/cultural backgrounds
- Flexibility to handle varying assignments from week to week.
- Function with a high degree of organization and attention to detail
- Ability to take initiative and work independently and collaboratively with a team
- Represent Changed Choices well to our community, and partners
- Willing to learn Salesforce to keep database information current
- Comfortable working in MicroSoft Office and/or Google
- Experience with Canva, Campaign Monitor, and WIX is a bonus