



Development Associate

15-20 hours per week

Position Summary

This position will assist the Executive Director in executing the foundation's marketing and fundraising activities. The Development Associate helps maintain an efficient, professional office, providing support for all fundraising initiatives, including donor and public relations, grants and special events.

Essential Duties/Responsibilities

- Daily operational functions: manage database, keep accurate records and track development results in database and development files
- Online fundraising: assist with online advocacy and efforts to grow the foundation's distribution list(s)
- Direct mail: coordinate production and distribution of letters with printer and mail house.
- Special events: help with sponsor recruitment, event promotion, materials and onsite event management
- Other duties as assigned

Experience/Requirements

- College Degree
- 2+ years of experience in non-profit fundraising, online campaigns and/or event planning.
- Strong interpersonal and communications skills (oral and written); attention to detail; project management skills; proficient with word processing and spreadsheet software.
- Ability to work collaboratively; highly organized; solid judgment and critical thinking; ability to handle multiple tasks and meet deadlines.

To apply, submit a cover letter and resume to info@lwsf.org.