

Ronald McDonald House of Dallas
Job Description

TITLE: Development Associate
REPORTS TO: Chief Development Officer
CLASSIFICATION: Non-Exempt
WORK HOURS: Part-Time. 24 Hours A Week. Additional hours may be required outside of normal business hours or as set forth by the demands of the position, up to and including evenings, weekends, and holidays.

SUMMARY: The primary responsibility of the Development Associate is to provide administrative and operational support to the development team to facilitate successful fundraising and donor relations. The Development Associate assists with fundraising event coordination, preparation of communication materials and supports all aspects of the development process.

PLEASE FORWARD RESUME TO ANYIKA MCMILLAN-HEROD at aherod@rhdallas.org

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- **Fundraising Events:**
 - Assists Manger of Special Events in the planning, coordination, and execution of fundraising events.
 - Assist with event logistics, including venue coordination, catering, and event materials.
 - Provide on-site support during events.
- **Grant Management:**
 - Assist in researching and identifying potential grant opportunities.
- **Prospect Research:**
 - Conduct research on potential individual and institutional donors.
 - Assist with creation of donor profiles and summaries to aid in cultivation strategies.
- **Administrative Support:**
 - Provide general administrative support to the development team.
 - Schedule meetings, manage calendars, and handle correspondence.
 - Provides administrative support for development and fundraising activities.
 - Attends all RMHD fundraising events.
 - Acts as a member of the Development Team for check presentations and third-party initiatives.
 - Provide customer service to external customers who request information including recent and past donations and other donor records promptly.
- **Donor Stewardship:**
 - Assist Database Manager with acknowledgement and other stewardship processes.
 - Help coordinate donor recognition activities and events.
- **Donor Cultivation:**
 - Assist with implementing various “cultivation” projects, events, and programs for RMHD.
- **Other duties as directed by supervisor or CDO.**

COMPETENCIES:

- Associate or bachelor's degree.
- 2 to 3 years' experience in an administrative or similar position, preferably in a non-profit office

- Proficiency in Microsoft Suite
- Must be collaborative and able to accomplish projects independently and meet deadlines.
- Project management and organizational skills.
- Excellent interpersonal skills and a multi-tasker
- Represent the important mission and goals of RMHD.

PHYSICAL DEMANDS:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to walk, sit, and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk and hear.
- The employee may be required to lift up to 25 pounds.
- The vision requirements include close, distance, peripheral, and depth perception.

March 2024