

Development & Events Associate

Job Description



Department:	Development	FLSA Status:	Non-Exempt
Reports To:	Manager of Development	Physical Strength:	Moderate
Salary:	\$20.11/hour	Class:	Union

Summary

This position is responsible for building and growing Free Geek's fundraising plan, carrying out donor stewardship strategies, and building/supporting events. This role will be assisting in growing Free Geek's donor base, data management, and funneling potential donors through the move's management process. This position will also assist with evaluating additional funding opportunities by performing the following duties.

Essential Duties

1. Asks donors for financial contributions to support Free Geek's mission.
2. Supports donor development and marketing administrative tasks.
3. Conducts donor development-related research.
4. Data tracking, Management and organization.

Job Duties

- Works in collaboration with Manager of Development, Marketing Specialist, Business Development Coordinator, Contract Grant Writer, and Development Interns/ volunteers.
- Collaborates with the team to build fundraising events for small-large donors.
- Maintain and report employer match donations through Benevity.
- Build to maintain individual and monthly donor relationships of under \$1000
- Works with the Manager of Development to develop and implement a fundraising plan for the organization.
- Builds awareness of Free Geek's programs with visitors, volunteers and donors.
- Assists with the timely acknowledgement of gifts and ensures that all types of donations are properly documented.
- Ensures data integrity through accurate data entry and ongoing clean-up efforts of our database through salesforce dashboards and other data tracking interfaces. Protecting all private information.
- Assists with the writing and editing of appeals, acknowledgements, donor news, reports, and proposals.
- Communicates with donors in person, virtually, on the phone, and by email.
- Supports high levels of volunteer retention, growth, and satisfaction.
- Oversees and trains volunteers and interns.
- Communicates with other Free Geek staff and volunteers about the needs of all areas.
- Communicates policies and provides a safe and welcoming service environment for individuals of all abilities/experience.
- Keeps abreast of frequent emails, answers questions and forwards complaints to appropriate channels.
- Answers questions and forwards complaints through appropriate channels.
- Participates with other staff in keeping areas in line with Free Geek philosophy and capabilities.
- Prioritizes and delegates outreach opportunities based on mission fit and organizational bandwidth.
- Keeps work areas clean and organized.
- Maintains punctual, regular and predictable attendance while accounting for own hours of work on time clock.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from direct report/manager.
- Participates in tech drives in the community, taking in donations of both tech and small financial contributions with card readers if team members are unavailable.

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- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

High school diploma or GED; One to two years related experience and/or training or equivalent combination of education and experience. Demonstrated experience in event planning and production is required. Knowledge with Emma or similar online email marketing software, CRM (Customer Relationship Management) software, design software such as Canva or Adobe InDesign and Photoshop and proficiency in basic office software, spreadsheets and G Suite is preferred. Bilingual, preferred.

Certificates, Licenses and/or Registrations

This position does not require certificates, licenses and/or registrations.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

Development & Events Associate

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The employee must occasionally lift and/or move up to 50 pounds. This position requires frequent computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

This position requires minimal travel for 25% of the position; often overnight or multiple days.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____