



JOB DESCRIPTION

Job Title:	Development Associate
Classification:	Full-time, Hourly, Non-exempt
Department:	Development
Reports To:	Vice President of Development
Compensation:	Starting hourly rate between \$24.00-26.50; comprehensive benefits package
Work Setting:	In-person

About The Concilio: Since 1981, the mission of building stronger communities by unlocking opportunities for Latino families has continued and has evolved into culturally competent direct programming paired with a grassroots outreach model, historically reaching more than 80,000 individuals. We provide 14,000 individuals each year with high-impact health and education programming and wrap-around services to address immediate and critical needs. While The Concilio is recognized as a thought leader for the Latino community, our success has positioned us as experts in providing equitable services to all underserved communities. We understand how to deliver culturally competent, highly effective communications, allowing us to gain the trust of hard-to-reach families and individuals from all underserved and underrepresented communities.

Culture and Values: The Concilio seeks to create a positive work environment where all employees can thrive, reach their full potential, and maximize their contributions. We are committed to our employees' dignity and well-being and make every effort to provide all employees with a safe and professional work environment. As a team, we are committed to our core values of humility, innovation, integrity, accountability, and optimism.

Position Summary: The Development Associate at The Concilio plays a crucial role in supporting the organization's development goals by managing donor relations, events, and administrative tasks. This individual will be proficient in Salesforce, able to coordinate small events with minimal supervision, and handle gift acknowledgements, thank you letters, and donor relations. The ideal candidate is detail-oriented, organized, and passionate about building relationships that advance The Concilio's mission to serve the Latino community.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Donor Relations and Stewardship:

- Maintain accurate donor records in Salesforce and track relationships and gifts.
- Prepare and send acknowledgment letters, thank you notes, and other donor correspondence.
- Provide follow-ups with donors and ensure consistent communication to foster long-term relationships.

Event Coordination:

- Plan and coordinate small fundraising events, managing logistics, volunteers, and post-event follow-up.
- Support the development team in larger event planning and implementation, including Big Dreams, GUGM, Power of Latino Summit, etc.
- Work with committees on event preparation, setting and managing event budgets, and providing on-site support.

Fundraising and Grant Management:

- Assist with researching, writing, and managing grants and other funding proposals.
- Track and analyze fundraising efforts, creating reports to inform future strategies.
- Support donor and grant research, tracking submissions, and managing deadlines.

Communications and Marketing:

- Provide support for creating and implementing fundraising communications, such as appeal letters, newsletters, and social media outreach.
- Collaborate on managing The Concilio's online presence, including event promotion and social media engagement.
- Assist with updates to The Concilio's website as part of outreach and visibility strategies.

Administrative Support:

- Perform administrative duties related to fundraising, such as filing, sorting, mailing, and data entry.
- Manage donor database maintenance, ensuring all records are up-to-date and accurate.
- Generate reports and provide insights for the development team to refine fundraising strategies.

Other Duties

- Perform other related duties as assigned to support the department and organizational goals.

Qualifications: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements described here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficiency in Salesforce required, similar CRM software will be considered.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously and prioritize effectively.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with grant writing and reporting is a plus.

In addition to the above qualifications, this role requires occasional/20% local travel. This role requires regularly lifting and/or moving items up to 10 pounds and frequently lifting and/or moving items up to 25 pounds.

To Apply: Please complete this [Development Associate application form](#), and submit your resume according to the instructions provided at the end of the form. Please submit your application by December 1, 2024 to be considered for the position.

At The Concilio, it is our priority to cultivate a diverse and inclusive workplace. We are committed as individuals, as an organization, and as fellow humans, to advocate for and support our employees, our members, and our communities. We are proud to be an equal opportunity employer, and we do not discriminate based on sex, race, color, creed, national origin, marital status, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

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