



Job Title: Development Associate	Reports To: Development Director
FLSA Status: Non-Exempt	Salaried/Benefits: Hourly, Full Time

Position Summary: Grace House Ministries is seeking a Development Associate to support the organization's fundraising activities through database management and administrative tasks. The ideal candidate will be able to manage donor data with precision, produce accurate financial and donor reports, and provide excellent administrative support to ensure the smooth operation of our fundraising efforts.

Qualifications: 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 functions.

- Bachelor's degree with relevant coursework, e.g., Nonprofit Management, Business Administration.
- Minimum 2 years professional experience in an office setting, preferably in a nonprofit or fundraising environment.
- Proficient in Microsoft Office Suite and Google Suite; comfort with learning and adapting to new software tools.
- Experience with fundraising software/CRMs (Salesforce preferred) is a plus but not required. Strong aptitude for learning new technology is essential.
- Experience with reporting and organizing data, particularly in a nonprofit context, is an advantage.

Responsibilities & Expectations:

Database & Donor Management:

- Manage fundraising CRM (Salesforce), ensuring accuracy of donor information, gift processing, and reporting.
- Perform data entry, clean-up, and regular audits to maintain data integrity. Manage all donation processing, tax receipting/gift acknowledgment, and pledge management activity.
- Produce financial and donor reports for Development and Finance teams, ensuring that reports are accurate and on time. Work with the Finance department for monthly reconciliation of donations.
- Assist with direct mail and communications, ensuring timely and personalized communication with donors.
- Conduct research on potential donors and compile prospect lists.
- Manage development office expenses and prepare related reports.
- Assist with special events, communications, or fundraising campaigns as needed.

Administrative Support:

- Provide general administrative support for the fundraising team, including scheduling, filing, scanning, and maintaining donor records (both electronic and physical).
- Assist with maintaining and updating team documents, such as timelines, trackers, and project pipelines.

Key Competencies:

- Attention to Detail: Accuracy in managing donor records and financial data.
- Communication Skills: Exceptional written and verbal communication skills.
- Organizational Skills: Proven ability to prioritize tasks effectively and consistently meet deadlines.
- Problem-Solving: Ability to identify issues with data and processes, and take the initiative to resolve them.



GRACE HOUSE
ministries, inc.
giving hope to girls in foster care

- Collaboration: Comfortable working as part of a team and supporting others to meet organizational goals.
- Adaptability: Willingness to learn and adapt in a fast-paced, nonprofit environment with evolving priorities.
- Professionalism & Confidentiality: Understanding of the importance of confidentiality in handling donor and financial information.

Supervisory: This position does not oversee staff.

Certificates, Licenses, Registrations, Security: Security fingerprint clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry.

Compensation & Work Environment:

- Salary: Commensurate with experience.
- Benefits: Comprehensive benefits package including medical, dental, paid vacation, and sick time.
- Work Schedule: Full-time, in-person position.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Working in a dynamic and supportive environment that aligns with the organization's Christian values. The role requires individuals who are committed to serving as role models and mentors for the children, maintaining professionalism, and collaborating effectively with the team.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Standing and walking frequently
- Lifting and carrying moderate weights (up to 25-30 pounds)
- Bending and reaching
- Manual dexterity
- Ability to respond quickly to emergencies
- Mobility around the household and grounds
- Driving for local travel
- Stamina and ability to work extended hours