



# Phoenixville Community Education Foundation

taking education to new heights

## **Development Associate Job Description**

Phoenixville Community Education Foundation (PCEF) is a 501c3 nonprofit organization serving the students of the Phoenixville Area School District. We solicit and steward donors and partner with PASD to deliver funding to support crucial programming for students and teachers.

### **Position Overview**

The Development Associate (DA) is the primary person responsible for executing development projects and maintaining PCEF's donor database. The DA also maintains the foundation files, grant reports, financial records (in conjunction with the bookkeeping firm), budgets, and reporting with PASD. They work in conjunction with the Executive Director on grant writing and reporting, marketing, donor relations, and community outreach. Some evening work is required and weekend work on occasion is possible. This is a part-time hourly position with hybrid working conditions.

### **Essential Job Responsibilities**

The employee in this position will be asked to perform a variety of activities including but not limited to:

#### **DEVELOPMENT**

With Executive Director, help plan and execute development and donor stewardship efforts:

- Execute fundraising campaign letters and acknowledgements.
- Execute other programs asks: Pack a Backpack, Food Packs, Giving Tuesday, etc
- Manage and strengthen existing donor relationships through regular communication, stewardship activities, and recognition (Builder's Circle, continuous givers, etc)
- Develop and follow up on Corporate Sponsorship solicitations.
- Significant work with ED and committee on Phantom Fundraiser and endowment events
- Craft grant proposals and lead PCEF's grant writing efforts, research and identify potential grant opportunities from government agencies, foundations, and other funding sources. Prepare grant reports as required by grantors. Prepare annual EITC application and reports as needed.
- Follow up on matching gift opportunities.
- Accept donations into donation software; create and mail acknowledgement letters
- Ensure donor records are accurate when updating donations and other information

#### **ADMINISTRATION**

- Attend Monthly board and committee meetings

- Assist with the maintenance of a variety of records, including but not limited to the entering and updating data into a donor information software program which may include confidential information. Prepare weekly deposits and check requests. Work with bookkeeping firm to ensure accuracy of same.
- Organize and maintain files of records and correspondence including records that are financial in nature and confidential.
- Manage routine office bills and correspondence
- Work with auditor to provide files and back up information as needed
- Maintain professional appearance and demeanor in all contacts and communications related to job responsibilities
- Other duties as assigned by Executive Director or Foundation Board

### **Qualifications**

- Familiarity with non-profit organizations and grant-writing is desirable.
- Knowledge and experience with standard office software including Office, Word, Excel and Powerpoint is required.
- Experience with donor software and platforms like Canva, Constant Contact, Dropbox, Quickbooks is desirable
- Excellent written and oral communication skills are essential: the candidate will communicate with a variety of donors and board members on a regular basis
- Ability to work independently on assigned tasks is essential.
- Bachelor's degree preferred

### **Physical Requirements:**

- This is an office role with sedentary work. The employee is required to have close visual acuity to perform an activity such as, but not limited to: preparing and analyzing data and figures; viewing a computer monitor; drafting documents; extensive reading. Role also requires talking, hearing, repetitive motion related to computer use. Majority of role is subject to inside environmental conditions, however meetings outside the office with school district administration or community may require walking, climbing, lifting, and outside conditions.