



**POSITION:** Development Associate

**STRUCTURE:** Fulltime

**LOCATION:** Office located in Richmond, VA (near Stony Point), flexibility to work partially from home eventually

**BACKGROUND:** The Autism Society of Central Virginia (ASCV) is a local nonprofit organization with a mission to support, empower, and build connections to improve the lives of all in our local autism community. We offer a wide variety of programs, including social and recreational activities, support groups, educational workshops, advocacy initiatives, and scholarships. We have a large, loyal membership base made up of individuals with autism, family members, and professionals. Our organization has experienced significant growth over the last few years, growing our annual revenue from \$250,000 in 2018 to over \$1 million in 2023. The ASCV aims to continue this growth trajectory in order to further expand our programming, reach, and impact on our local autism community, and we are growing our staff capacity to continue building a robust infrastructure to achieve this.

**POSITION OVERVIEW:** The ASCV is seeking a detail-oriented professional to support our development team in the day-to-day operations of the department. The Development Associate plays an important role by serving as a key member of the development team and through the coordination and support of ASCV's fundraising activities including our four major special events, donor development, marketing and communications. The Development Associate will work closely with our Director of Corporate Engagement & Special Events and Director of Donor Engagement in the areas of donor relations, database management, and event and project execution.

**PRIMARY RESPONSIBILITIES:**

- Coordinate the following elements of each major ASCV annual event, including the annual 5K & Family Fun Day, golf outing, Duck Race & Festival of Inclusion, and Gala:
  - Execute grassroots marketing and communications efforts for each event, in partnership with ASCV marketing contractor
  - Manage volunteer planning committees: recruit and engage with members, lead meetings, provide action items, and ensure accountability and recognition
  - Manage participant recruitment, engagement, and retention; ensure positive, meaningful experiences throughout entire event seasons
  - Support and cultivate 5K family and corporate teams; provide fundraising tools and strategies, weekly communications, and more to help them achieve their fundraising goals
  - Manage sponsorship deliverables, ensuring that all marketing and recognition deliverables are completed for each event
  - Assist in creating and assembling materials for donor and sponsor cultivation and solicitation visits
  - Create and deliver post-event recaps, thank yous, and additional stewardship efforts
  - Maintain CRM and event software data entry and report generation for each event
- Assist in donor development and stewardship initiatives:
  - Send tax acknowledgements

- Create and distribute impact reports and additional ongoing donor stewardship materials
- Assist in building the annual fund through appeal letters, emails, and social media communications
- Conduct regular donor database clean-up and management
- Execute administrative duties as needed, to support the Development team and Executive Director
- Perform other duties as assigned, to include attending annual special events and large programs

## **QUALIFICATIONS:**

Education: Bachelor's degree in a related field

Experience: Minimum of 2 years of demonstrated experience in a non-profit setting, in a role related to fundraising, communications, marketing, and/or administrative

Required Knowledge, Skills & Abilities:

- Highly organized with strong attention to detail; effective project and time management skills; able to manage multiple projects simultaneously
- Excellent responsiveness and customer service skills
- Self-motivated to enhance overall growth of ASCV
- Innovative and flexible team player; strong collaboration skills
- Strategic thinker with excellent written, verbal, and interpersonal communication skills
- Use of tact, diplomacy, and discretion with donors and corporate partners
- Proficient in Google Suite & Microsoft Office Suite
- Experience using a fundraising database platform/ CRM, such as Humanitru, Raiser's Edge or Donor Perfect
- Flexibility with work hours, with ability to work occasional evenings and weekends

## **SALARY & BENEFITS:**

Salary \$42,000-\$46,000, commensurate with experience

PTO, Health Insurance, Retirement Plan; Learning and professional development opportunities; flexible work environment

## **HOW TO APPLY:**

Please submit your cover letter, resume & three references to [director@ascv.org](mailto:director@ascv.org).

Please do not call. Applicants selected for an interview will receive a response. Please understand that we may not be able to reply to all applicants.