

Community Youth Services is recruiting for a full-time Development Associate. This position provides support functions related to fund and resource development and community relations.

**POSITION QUALIFICATIONS:**

1. Education and direct experience in a non-profit agency with an emphasis on communication, writing, editing, fundraising, event planning and grant writing must equal a minimum of three years. If education is used to meet this requirement, degree/courses must be in journalism, communications, marketing, business or a related field. A transcript may be requested to determine if courses taken qualify.
2. Strong computer/technical skills with demonstrated proficiency in desktop publishing, data base management, customer service, public relations, and donor stewardship, and
3. Strong organizational and communication skills including public speaking.

**AGENCY QUALIFICATIONS:**

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct.
3. A valid Washington State Driver License with a three-year good driving record. The ability to pass and maintain a clean driving records check.
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1<sup>st</sup> Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

**MAJOR RESPONSIBILITIES AND RELATED TASKS:**

1. Coordinates year-round publication/communications plan including writing, designing, producing and distributing newsletters, annual reports, brochures, and other promotional materials,
2. Works with key staff to identify participants who might benefit from speaking or writing about their CYS experiences,
3. Works with Development Director to continually update website and social media,
4. Represents agency as needed at community events,
5. Provides support to grant writer in editing, submission, and follow-up reporting process of federal, state and municipal grants,
6. Maintains donor database using current fundraising software and stays current with upgrades,
7. Coordinates the agency's in-kind donation program, including intake/collection, inventory/storage, distribution, and acknowledgement, as well as overseeing appropriate consultation with managers regarding needs, recordkeeping and public relations,
8. Coordinates the projects and workflow of the Development volunteer,

9. Implements all aspects of the agency's donor acknowledgement process in a timely and responsive manner that will support a thorough and effective system of ongoing donor stewardship,
10. Collaborates with Development Director with event planning, including planning, promotion, organization, and follow-up with event donors and collection of pledge payments,
11. Provides administrative support and assistance to Fund Development and Community Relations Committee,
12. May lead the writing of corporate and foundation grants as instructed by Development Director
13. Performs other duties necessary to support the success of the development department, and to build and maintain positive relationships with donors and agency supporters, and
14. Collaborates with other departments by performing duties as needed, which includes but is not limited to, staffing the front counter, answering phones, assisting participants and providing overall administrative support.

Check out our benefit package on our website

<http://www.communityyouthservices.org/employment.shtml>

ALL ITEMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THE POSITION:

1. Resume and cover letter
2. CYS Employment Application

<http://www.communityyouthservices.org/employment.shtml>

There are two versions on our website – a fillable Word version and a printable pdf version. You can submit either one.

Submit all requested documents to [hr@communityyouthservices.org](mailto:hr@communityyouthservices.org) and reference Development Associate in the subject line.

You will need to submit a driver's abstract before an interview will be scheduled.

\$16.07 – \$16.51