**Child and Family Charities**

**Development Associate: Event Management, Volunteer Coordination, Community Outreach**

The Development Associate supports the fundraising, events management, public relations & community outreach—including press related and community related communications and events, database management and volunteer coordination of the Development Department of Child and Family Charities. The Development Associate assists with other development department needs such as donor and in-kind gift cultivation—especially as related to events. This is a full time salaried confidential position.

# Detailed Job Responsibilities:

* Manage/coordinate agency fundraising events, including but not limited to working with major and minor (third party) event steering (planning) committees, subcommittees. Includes all aspects of nonprofit fundraising event management support services (sponsor/philanthropic cultivation are not included in the responsibilities).
* Database: volunteer tracking and reporting as related to volunteers and event management.
* Responsible for online auction and event registration program (Mobile Cause).
* Provide gift acknowledgments and all other types of stewardship as needed (Customize donor letters when needed)—as related to events, public relations and volunteer coordination.
* In conjunction with the CEO and Director of Development, develop, plan and implement corporate and community relationships with Child and Family Charities through meetings, presentations and having a presence at community functions.
* Provide support for email blasts and assist in the preparation and implementation of all marketing for events, Public Relations (PR) opportunities in the community and at the agency, and volunteer cultivation and training.
* Assist in the planning and implementation of a strategic development of a community outreach plan that includes help with licensed foster home recruitment, awareness raising for the need of licensed foster homes and group presentations.
* Serve as community liaison for organizations, providing support and coordination for the Benevon Fundraising Program Point of Entries offsite.
* Responsible for set-up and clean-up, help with guest support, greet as needed for the agency’s Building Brighter Futures and Lighting the Path Tours, including tour follow-up as related to volunteer recruitment.
* Volunteer Coordination: Work with all divisions and programs to determine their volunteer needs, vet and assist volunteers to connect with specific programs (including events), follow up, track and report on volunteer job satisfaction, serve as PR for volunteer program of the agency.
* Cultivate volunteers to help with all events, including tours, event steering committees and subcommittees
* Perform other tasks as requested and assigned by the Director of Development or agency CEO.

# Qualifications:

* Bachelor’s degree required. Preferred major: communications, fundraising, event management or related field.
* 1 to 2 years of experience in development or related field strongly preferred with volunteer and event management experience.
* Excellent written and verbal communication skills.
* Database management experience or ability and willingness/ability to learn required.
* Excel, Microsoft Word Office Suite, including Power Point proficiency required.
* Good management of time and workspace and organizational management skills, with an ability to handle multiple projects and to meet deadlines.
* Strong analytical skills with keen attention to detail REQUIRED.
* Proficiency with Constant Contact and Outlook a plus or willingness/ability to learn.

#### Resume and Cover Letter To:

Liz Gonzalez, Director of Administration

Child and Family Charities

4287 Five Oaks Drive

Lansing, MI 48911

[liz@childandfamily.org](mailto:liz@childandfamily.org)

Child and Family Charities is an Equal Opportunity Employer

*We value diversity, cultural competence, and teamwork*