



2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218  
(410) 235-2210

### **Position Description**

- Position:** Development & Communication Associate
- Hours:** Position is part-time, exempt employment (26-27 hours/week) and involves working occasional evening and weekend hours.
- Description:** The Development Associate works as part of the fund development team. This person works closely with the Director of Development to help manage fundraising activities and communication efforts to support the organization's goals.

**Responsibilities:** Under the immediate supervision of the Director of Development, performs the following:

#### **Fundraising:**

- Manages donor records in database including gift entry, donor and prospect communications, queries for mailings, etc.
- Provides comprehensive reports from database, including appeal and event outcomes, and reports these results regularly.
- Assists in the planning, implementation, and production of all fundraising events, including vendor relationships, budgets, volunteer recruitment, and event logistics.

#### **Communications:**

- Manages online communication efforts, including website updates, drafting and sending email blasts, volunteer recruitment, and maintaining social media sites.
- Writes blogs, articles, and other information for inclusion in newsletters, on the web page, and in postings on social media to update donors and the community at large.
- Supports staff in ensuring all external communication meets style guidelines.
- Increases news media exposure (proven experience in relationship building with media a plus).
- Helps identify the annual strategies, themes, and targets for special events communications.
- Works with Executive Director and Director of Development to develop, maintain, and distribute all single event and department-wide fundraising materials, including website content, print materials, and social media content).

**Community Relations:**

- Recruits and coordinates volunteers for special events and community festivals.
- Markets and manages facilities rentals, including: responding to rental inquiries, administering contract negotiations and agreements, overseeing staffing and/or acting as onsite contact during rental times.
- Provides a high level of customer service to partners, patrons, program participants, and the community at large.

**Minimum Qualifications and Experience:**

- Bachelor's degree required.
- Self-starter with an ability to take initiative and manage multiple priorities.
- Proficiency in Office 365, Adobe CC, popular social media platforms, and CRM/CMS.
- Outstanding interpersonal communication and customer service skills.
- Ability to organize, plan, and implement activities and events.
- Ability to work in a fast paced, collaborative environment (a sense of humor and ability to handle high-stress situations a plus).
- Excellent organizational and time management skills with strong attention to detail and deadlines.
- Strong writing skills and a keen editorial eye (communications background a plus).
- Personal qualities of maturity, friendliness, and a roll-up-your-sleeves attitude (history of Baltimore-area relationship building a plus).

**Starting Compensation:** \$17-\$19/hour

Please submit cover letter, resume, and a 1–2 page writing sample (i.e. print clipping, press release, eBlast, website copy, etc.) **as a single PDF file** to Lina Hargadon, Director of Development, at [lina.hargadon@villagelearningplace.org](mailto:lina.hargadon@villagelearningplace.org).

Post-offer background check required and proof of COVID-19 vaccination.