Strong City Baltimore is a non-profit organization located in Baltimore City whose mission is to build and strengthen neighborhoods and people.

Overview of Position:
Do you “geek out” about fundraising! Do you jump up and do the happy dance when contributions start rolling in? If your answer is “yes”, then Strong City Baltimore is the place for you!

Strong City Baltimore is a dynamic network of community organizers, educators and activists. We are seeking a vibrant, “can do” spirit to join our Development Team. The Development Associate position is a full-time, 40-hour per week, exempt position (with some evenings required). The Development Associate is responsible for planning and carrying out special events, securing business sponsorships, and soliciting individual donors through annual fund appeals. The Associate will manage the donor database and will have a 360-degree view of all cash, credit card, securities, and in-kind donations and all donors to Strong City Baltimore.

Specific Responsibilities:
Donor Identification and Cultivation
- Conducts research on current and prospective individual donors and business/corporate sponsors
- Segments donors into batches based on size of gift, longevity of giving, and frequency of giving etc.
- Manages appeal timelines, printing, personalization, and mailing

Donor Data Management
- Manages donor database and keeps accurate files on individual donor contact information, solicitations, gifts received, acknowledgements sent, and insures timely acknowledgement of all gifts
- Produces customized analytic reports, including the annual campaign at-a-glance and gift chart
- Tracks gifts, manage accounts, prepares, and sends acknowledgement letters promptly

Events Management
- Coordinates donor educational events (e.g. bus or walking tours)
- Manages logistics, timeline, and coordination for all Strong City fundraising and cultivation events
- Manages all participant, sponsor, and donor, data before during and after the event
- Prepares and assists with follows through on all post event cultivation plans

Public Relations and Communications
- Collects and edits event-related website and social media content
- Review and create flyers and general marketing materials for program staff
- Coordinates staffing for outreach events and fairs
Board Relations

- Assists Director of Development in ensuring that Board of Directors complete fundraising assignments
- Takes minutes at board meetings as needed, ensures all materials are provided in a timely manner for board solicitations, annual fund appeals, and board hosted events

Qualifications & Requirements:

- Bachelor’s degree and minimum two years’ relevant experience and/or training; or equivalent combination of education and experience. Five years’ relevant experience may substitute for degree requirement.
- Nonprofit or foundation experience preferred
- Excellent written, verbal, analytical, and interpersonal skills
- Sense of humor
- Detail-oriented
- Project management experience
- Proficiency in Excel, Canva, Publisher, Mailchimp, and Wordpress
- Ability to prioritize work assignments, gather and synthesize data
- Experience with database management

Anticipated Start Date: Oct. 1, 2016

To Apply: Please submit a resume and cover letter to employment@strongcitybaltimore.org, with “Development Associate” in the subject line. No phone calls, please. Closing date: Post will remain open until the position is filled. Only qualified candidates will be contacted for interviews.