



DEVELOPMENT ASSOCIATE | Donor Relations

Mission:

To build life-changing relationships, one at a time. One Child. One Hour. One Church. One School.

Core Values:

Relationships Matter: *Christ first, you second, me third. Be real and genuine.*

Be Excellent: *Be a learner. Do what you say you'll do. Raise the bar.*

Keep It Simple: *Less is more. Keep the main thing the main thing.*

Go Together: *Led by Christ. United as one.*

Believe What's Possible: *Keep dreaming. Why not? Think outside the box. Say YES!*

About Kids Hope USA:

At Kids Hope USA, we believe that all kids matter to Jesus and that the local church is uniquely called to care for children in their community. Students deserve caring and consistent adults in their lives to help them thrive. For the last 26 years, Kids Hope USA has lived into that belief, and into our mission to build life-changing relationships, one at a time.

Kids Hope USA pairs community-focused churches with their neighborhood elementary or middle school to send volunteer mentors into the schools to meet with students in a one-on-one mentoring relationship. Kids Hope USA reaches students who are selected by their teachers, school counselors, and principals as children who could significantly benefit from an additional adult in their life. Today, Kids Hope USA is represented in over 1,000 mentoring programs across the country.

Do you share our passion to mobilize the local church to bring hope to the lives of children in their community? Are you a high energy, creative, collaborative team member with a strong record of driving and delivering results that exceed expectations? Are you looking for meaningful work with a growing organization looking to make a lasting impact in the lives of children? If this describes you, Kids Hope USA could be the right team for you to join and make a difference as our new Development Associate.

POSITION DESCRIPTION

of hours: 40 hours (reduced scheduled of 32-36 hours available)

The Development Associate's primary role is to assist in the day-to-day fundraising efforts on behalf of Kids Hope USA. Donor support makes up over 90% of Kids Hope USA's \$1.5m annual budget. The Development Team supports Kids Hope USA on both a local and national level through fundraising efforts. This role will focus on several fundraising efforts including stewarding a portfolio of donors, helping to expand the network of new donors including individuals, foundations, and businesses, as well as provide general administrative functions to the Development Team. This is a full-time position based in Zeeland, MI at our National Support Office.



JOB RESPONSIBILITIES

- Work alongside Development Director to carry out the Development Plan
- Communicate the mission of Kids Hope USA and invite donor prospects to learn about and financially support this work
- Steward a portfolio of 100-150 donors, utilizing Moves Management to facilitate continued and increased giving
- Nurture existing and new Foundation and Corporate relationships including ongoing research, grant writing, and reporting
- Process donor data in Raiser's Edge NXT (Blackbaud) including gift entry, receipting, reporting, and prospect management
- Utilize Raiser's Edge NXT to analyze donor data and past giving trends to support annual development plan
- Support external communications including social media, newsletters, and brochures

QUALIFICATIONS

The mission of Kids Hope USA has never been more important and the opportunities for growth are abundant. Kids Hope USA has a well-earned reputation as an organization of superior quality, stewardship, leadership, and mission. If you are looking to join a high functioning, committed team, don't miss this opportunity. Apply today. You may be the team member we're looking for to help us grow and expand our programs to serve more children today, tomorrow and in the years to come.

Specific requirements include:

- Commitment to and passion for the mission of Kids Hope USA
- Naturally develops and nurtures relationships and sees opportunities for new connections
- At least two years account management, customer service or donor relations experience
- At least two years (or school equivalent) of written and verbal communications experience
- Strong competency in software applications and fundraising programs (Microsoft Office Applications – Word, Excel, PowerPoint & Outlook; Raiser's Edge experience – preferred)
- Exercises strong judgment and exceptional attention to detail; clear, critical thinker.
- Individually driven and takes initiative to find creative solutions in engaging and communicating with supports
- Results-oriented; enjoys analyzing information, motivated by goals, committed to following through
- Enjoys learning; both self-taught and coachable