



St. Vincent de Paul Louisville – Job Posting

Title: **Development Associate**
FLSA Status: **Full-time, Non-exempt**

Reports to: **Sr Development Coordinator**
EEO Code: **2**

EMPLOYMENT OPPORTUNITY

Overview:

St. Vincent de Paul Louisville is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

Position Summary:

The **Development Associate** position is largely administrative in nature and is an important member of a Development Team that raises funds through direct solicitation and community outreach in various ways.

Essential Duties and Responsibilities:

- Database management via the Customer Relationship Management donor database (CRM)
 - Update donor/constituent information using Raiser's Edge NXT
 - Monthly reports
 - Gift entry and acknowledgement
 - Compile mailing lists for Direct Mail Appeals and Newsletter
- Work directly with our Blackbaud Training Consultant and Customer Success Manager to create a strategy for the Development Team to further understand the database and all capabilities
- Donation tracking and reporting
 - Provide oversight in the measurement and evaluation of donation strategies to increase donor retention and provide an optimal donor experience
 - Donor communications
 - Prospect research
- Assist with grant proposals for corporate, foundation, and nonprofit donors
 - Assemble and submit grant requests, including letters, proposals, budgets, and presentations
 - Work with Finance, Programs, Housing, and Volunteer Director to gather information necessary to report to funders
- Event logistics support
 - Assistance in planning our three key events during the year: Roses & Rosé, Clubs & Cocktails, Give for Good Louisville
- Administrative tasks around the office
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Knowledge of CRM/donor database systems – e.g. Raiser's Edge, Bloomerang, Qgiv, et al not required but a plus, training will be available as needed
- Experience in direct solicitation of funds and in-kind donations e.g. direct mail appeals, grants, fundraising events
- Nonprofit experience is a plus
- Ability to communicate effectively and work collaboratively with Staff, Board of Directors and Volunteers
- Excellent organizational skills



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- Enthusiastic and hardworking with good time management skills
- Tech savvy
 - Skilled in Microsoft office and CRM's

Education, Qualifications, Certifications, Training, Licenses:

- Associates degree or equivalent in combined education and experience
- Successfully pass required pre-employment background and related screenings
- Commitment to the Mission, Vision and Values of St. Vincent de Paul Louisville
- Valid driver's license

Reporting to this position: None

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

Apply online: www.louisvilleworks.com

Email cover letter and resume to: dflanigan@svdplou.org

Apply in person:

St. Vincent de Paul Louisville
1015-C South Preston St
Louisville, KY 40203

Mail cover letter and resume to:

St. Vincent de Paul Louisville
Attn: HR Director
PO Box 17126
Louisville, KY 40217-0126

Cover letters are appreciated.

St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)