



Development Associate Job Description

EXEMPT: Full-time
LOCATION: 801 W. Michigan, Milwaukee, WI 53233
REPORTS TO: Development Director, Safe & Sound, Inc.

ORGANIZATIONAL SUMMARY:

Safe & Sound has been dedicated to improving public safety in high crime, low income Milwaukee neighborhoods since 1998. With a budget of approximately \$2.3 million and 29 staff members, we engage Milwaukee residents and youth in proactive neighborhood safety and revitalization efforts utilizing an award-winning, three-part approach combining **community organizing, youth development and public safety**. These activities aim to improve collective efficacy – the strength of the social fabric - which heavily influences the level of safety in communities. Safe & Sound is unique in the nation as a non-profit, civilian organization that utilizes research and evaluation to inform street level community engagement strategies.

POSITION SUMMARY:

Under the direction of the Development Director, the Development Associate is responsible for donor database management and maintenance (eTapestry), development administration, social media strategy and implementation, small meeting and event coordination, and major event administrative support. The development associate collaborates with the Development and PR Manager and the Development and Events Manager to meet fundraising goals and increase community engagement. The Development Associate will also be responsible for a small portfolio of grants.

The Development Associate is an integral member of the organization's development team and will work closely with the executive director, programs director, office manager, other staff leaders and the Board of Directors to support and promote the mission of Safe & Sound. Safe & Sound invests heavily in professional development and training for employees and provides invaluable opportunities to connect and build relationships with business and community leaders. This position is an excellent opportunity to gain a broad range of development and fundraising experience at an established, nationally-recognized, and growing non-profit organization.

Residency: Successful applicant must reside in the City of Milwaukee or be willing to relocate to the city of Milwaukee within 90 days.

GIFTS AND DATABASE MANAGEMENT

- Process pledges and payments of donations and sponsorships in eTapestry
 - Follow up as needed to ensure timely receipt of pledge payments
- Learn to proficiently use eTapestry and oversee its maintenance, including account entry and updates, gift entry, and report pulling
 - Stay current on eTapestry trainings and seek out innovative ways to retrieve and utilize data to support fundraising goals



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- Create, send, record, and file all donor acknowledgement letters within two weeks of gift receipt
- In coordination with the Development and Events Manager and the Development and PR Manager, upload invitation lists, attendance lists, and mailing recipient lists to appropriate eTapestry accounts
- Maintain up-to-date accurate donor information on all constituents in database with weekly updates
- Input donor research, moves management information, proposals, reports and other relevant attachments into the database
- Produce reports relating to historical and current giving, donor strategy
- Develop data queries and reports to coordinate constituent information as needed for communication and mailings
- Create documentation on Safe & Sound eTapestry policies and processes to ensure consistent usage across employees and over time

DEVELOPMENT TEAM ADMINISTRATIVE SUPPORT

- Prep weekly Development Team meeting agenda and associated reports
- Provide proposal and reporting support for Development Director as requested
- Conduct research and produce profiles and briefing memos on individuals, foundations and corporations
- In coordination with Development teammates, help maintain annual Development calendar to ensure activities and initiatives are completed in a timely manner
- In coordination with Operations Administrator, maintain a current Development departmental budget

EVENTS:

- Lead in planning, coordinating logistics, executing, and completing follow up for small meetings and events such as, Executive Briefings and Neighborhood Van Tours
- Work with Development and Events Manager to provide critical administrative support for annual awards event and other major cultivation and fundraising events, including RSVP/meal tracking, database management and sponsorship pledge/payment tracking and mailings, logistics coordination, event committee meeting coordination (logistics), and post-event follow up.

SOCIAL MEDIA

- In partnership with Development and PR Manager, develop a social media strategy, content calendar, and annual goals
- Maintain a robust social media presence on Facebook, Twitter, LinkedIn, and Instagram that regularly features Safe & Sound neighborhood programming, events, and activities
 - Proactively attend community meetings and events as needed to develop content, following up with Neighborhood Teams as needed for details
- Utilize Canva, Adobe Creative Suite and other online tools to develop clear content
- Support digital fundraising campaigns in coordination with the Development and PR Manager
- In coordination with the Development and Events Coordinator, ensure fulfillment of social media benefits for event sponsors and maintain event website



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- Ensure daily interaction on Safe & Sound's profiles to increase visibility
- Stay up-to-date on social media trends, tools, and innovative ideas to utilize this platform to support communications and fundraising priorities

QUALIFICATIONS:

- Bachelor's Degree or equivalent experience required
- Meticulous attention to detail
- Can-do attitude/willingness to learn
- Ability to work with a diverse group of internal and external stakeholders
- Strong interpersonal and relationship-building skills
- Results-oriented
- Clear analytic and strategic thinking skills
- Ability to self-direct and work independently while also working within a team
- Flexibility to work in a fast-paced environment with multiple, shifting priorities
- Excellent oral, written, organizational and time-management skills
- Proficiency with Microsoft Word, Excel and PowerPoint
- Ability and willingness to work some evenings
- High degree of integrity and discretion
- A valid Wisconsin driver's license and daily access to an insured car
- eTapestry software experience a plus
- Prior grant writing or development writing experience a plus

SALARY & BENEFITS:

\$36,000 annually and competitive benefits package

APPLICATION INSTRUCTIONS: Please send your cover letter, resume, and three professional references with phone and email contact information to Human Resources at hr@safesound.org.