



Position Title: Fund Development Associate
Supervisor: Director of External Affairs
Job Status: Part-Time – 20 hours/week (\$15.00/hr), Non-Exempt

Summary of Position:

The Fund Development Associate is responsible for several aspects of fundraising including annual donor stewardship, third party events, in-kind donation drives, acknowledgements and maintaining the donor database.

Organizational Summary:

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-21. It is the mission of the YWRC to empower participants to be strong, self-confident and resilient. YWRC participants include anyone who identifies or has been socialized as a girl. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services – Empowerment and Young Moms – to better serve the members of our community throughout various stages of life. The YWRC believes in the importance of intersectional feminism, advocacy, trauma responsiveness, community, and accessibility.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity, and sexual orientation. The YWRC strives to build, maintain, and support a staff that reflects that diversity. The YWRC strongly encourages people of color, members of the LGBTQIA+ community, and people from different socioeconomic backgrounds to apply.

Essential Job Functions:

Fundraising

- Conduct YWRC stewardship activities for annual donors.
- Write and send all thank you and acknowledgement letters.
- Coordinate large in-kind donation drives.
- Offer YWRC support for third party fundraising events.
- Process payment follow up for YWRC events.

Reporting

- Enter new data and update existing data into donor database.
- Prepare lists for fundraising appeals and event invites.
- Maintain in-kind donation records.

Additional Duties

- Attend regular staff and admin team meetings.
- Attend community events.
- Extend your professional network annually.
- Meet regularly with the Director of External Affairs.
- Work with and supervise YWRC volunteers as appropriate to fulfill job duties. This may include coordinating volunteer shifts, training new volunteers on tasks specific to role, and minor volunteer supervision work with the Volunteer Coordinator.
- Keep abreast of fundraising trends and best practices.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Align with YWRC's mission, vision, and values.
- Associate's degree or equivalent related experience of 2 or more years.
- Demonstrated experience with database management systems.
- One or more years of experience working with diverse populations.
- Proficient use of Microsoft Office products required.
- Exceptional interpersonal, communication and relationship building skills.
- Keen attention to detail. Accuracy, tracking and follow-through skills are superb.
- Focused on the importance of demonstrating gratitude and communicating impact.
- Organized, flexible, creative and energetic.

Behavioral Expectations/Accountabilities:

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership, and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the individual. Do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision, and values. Demonstrate confidence in YWRC throughout the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity; repetitive motion of wrists, hands and/or fingers.
- Lift, carry, push, pull or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, donors, volunteers, board members and vendors.
- Ability to drive a vehicle/provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.



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Environmental Concerns:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening functions is required.
- Infrequent overnight travel is required.