



<b>Job title</b>	<b>Development Associate</b>
<b>Reports to</b>	<i>Development Director</i>
<b>Status</b>	<i>Full Time, Non-Exempt</i>

#### **Who we are:**

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

**Our History:** College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

**Our Promise to Our Students:** We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

**Our Promise to Our Employees:** We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at [www.collegeboundstl.org](http://www.collegeboundstl.org).

#### **The role:**

**College Bound’s Development Associate is charged with maintaining and improving the team’s backbone operations and processes. While the role is not donor-facing, it guarantees that donors have a consistent and excellent giving experience with College Bound. The Development Associate is supervised by the Development Director and will work closely with her, event and marketing contractors, the Executive Director, and the Senior Manager of Grants & Communications toward individual and team development goals. The ideal candidate is comfortable managing processes and projects using Excel and other Microsoft applications, thrives in a fast-paced environment, is**



motivated to use and create organizational systems to manage workflow and save time, is a clear and thorough communicator, and possesses an acute attention to detail in all arenas.

#### Your responsibilities:

##### *Manage Development Team Operations & Processes: 75%*

- ▶ **Donation and invoice management:** Gift processing and acknowledgment within 48 hours of receipt
- ▶ **Database management:** Maintaining accurate gift and relationship data in real time and pulling it from the system upon request; sharing information regarding gifts and facilitating collaboration with the finance director, including oversight of YOP tax credit processes
- ▶ **Highly detailed mailing execution:** Pulling and editing distribution lists, assisting with customization, executing follow-up for biannual multi-year donor society (Stick with a Student) events, gathering and synthesizing information for biannual stewardship mailer to multi-year donor society
- ▶ **Research & oversee data transfer and operationalize new system**
- ▶ **Online giving process management:** Update website's donation and event pages, coordinate and send e-blasts
- ▶ **Assist in coordinating the Social Media Committee,** including generating and posting event- and fundraising-related content
- ▶ **Review and edit** grants and reports as needed
- ▶ **Compile information** for grants and reporting
- ▶ **General office support** such as monitoring and maintaining team office supplies, room reservations, ordering food, preparing office for site visits
- ▶ Opportunity to gain experience in other parts of fundraising, depending on team's needs and personal interests
- ▶ Other duties and projects as assigned

##### *Support College Bound's Annual Event Series: 25%*

- ▶ **Assist with internal volunteer recruitment, training and coordination** before and at events including the annual gala, trivia night, and multi-year donor society events (4-5 events/year)
- ▶ **Material event support** (nametags, printed materials, misc. supplies, mailings)
- ▶ **Support communications** with corporate event and individual table sponsors and individual guests before and after event
- ▶ **Coordinate on-site event donation** process and volunteers
- ▶ **Support recruitment and management of event committees**
- ▶ **Support quarterly and annual progress to goal planning** by preparing for and participating in development team strategy meetings and quarterly step-backs
- ▶ **Plan and execute College Bound's annual internal United Way campaign**
- ▶ **Support Development Director in working with the Program team** on student-facing activities for the multi-year donor society, including event prep

#### Skills and experience:

Required Qualifications



- ▶ Bachelor's degree
- ▶ Project management experience
- ▶ Data management/database experience
- ▶ Advanced proficiency in Microsoft Excel and Microsoft Office Suite
- ▶ Exceptional writing, editing and communication skills
- ▶ High-level organizational skills with strict attention to detail

#### Preferred Qualifications

- ▶ Experience supporting or executing highly detailed events
- ▶ Fundraising experience
- ▶ Proficiency in donor management software such as eTapestry, Salesforce or Raiser's Edge

#### Benefits and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for men and women and free vision insurance.
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Some weekend and evening work is required for event execution.

#### How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, three references and an electronic copy of diplomas/transcripts to: [jobs@collegeboundstl.org](mailto:jobs@collegeboundstl.org) with the subject Line: Development Associate. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **October 19, 2018**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community,

College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.

