



DEVELOPMENT ASSOCIATE

Do you believe everyone should have good health care?

Do you enjoy seeing projects through to their completion?

Are you organized, thorough, and looking for mentorship in the world of non-profit fundraising and finance?

Development Associate at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a full-time Development Associate. Under the supervision of the Funder and Donor Relations Manager, and working with the External Affairs Department, the Development Associate is an essential part of the fundraising team at CommunityHealth. This position requires a high level of attention to detail, critical thinking, initiative, and professionalism.

Responsibilities

Fund Development:

- Manage all steps of gift/donation handling: entering gifts, grants and donor information into the Little Green Light (LGL) donor data base; proper handling of credit card and on-line donations; daily drafting and mailing of acknowledgement letters
- Maintain the donor database in an ongoing manner to ensure accuracy of information and maximum functionality
- Lead production of direct mail and online fundraising campaigns by pulling lists from LGL; assembling spreadsheets for the mailing service; updating, coordination and entry of select mailing lists; and weekly gift updates to fall appeal solicitors
- Generate fundraising reports from LGL as needed to assist External Affairs Team with data analysis and reports
- Support the External Affairs Team on special projects associated with the individual giving and major gifts program, as well as with the Board of Directors, Associate Board, and Alumni Board
- Lead execution of donor relations strategies, including donor segments such as: new, current, and monthly donors

- Prepare minutes for the Development Committee and other committee meetings, as needed
- Other duties as assigned

Events:

- Provide administrative support as needed to ensure successful event execution, including reports, lists, or mailings.
- Lead post-event financial reconciliation with the Finance Department
- Other duties as assigned

Administrative Support:

- Provide administrative support as needed, including special projects and reports for Director of External Affairs and/or CEO
- Provide support to ensure bank deposits are timely and accurate and reconcile monthly (development planner) and year end reports with the Finance Department. Assist with preparation of monthly forecasting report
- Provide back up to the Officer Manager as required
- Other duties as assigned

Core Competencies

Dependability

- Able to set work priorities and demonstrates good time management skills
- Understands their job function and consistently delivers, shows up on time and ready to work
- Submits complete, accurate, timely and understandable products
- Accepts responsibilities, identifies and addresses performance improvement opportunities
- Demonstrates sound decision-making

Teamwork

- Demonstrates ability to work collaboratively with colleagues to achieve mission; shows willingness to assist others, open to new tasks and responsibilities
- Shows support and encouragement for others on the team who have done good work
- Understands the value of diversity in the workplace
- Engages in honest, timely and positive conversations when offering constructive advice or opinions to others
- Works to minimize and resolve conflicts in a positive way and reinforces organizational values

Professionalism

- Receptive to feedback; is open to praise and constructive criticism, demonstrates self-awareness
- Respectful to coworkers, patients, volunteers and external contacts regardless of circumstances
- Always keeps confidential and sensitive information private
- Demonstrates sound judgment and integrity
- Demonstrates professional and organizational knowledge

Communication

- Listens to others and acknowledges their point of view; seeks clarification when needed
- Verbal and written communications are organized, articulate and accurate
- Responds to inquires/requests (calls, emails, etc.) from internal and external stakeholders in timely manner
- Listens, reflects and contributes appropriately during meetings and discussions
- Communicates with staff, volunteers, and others in an open, transparent, timely and positive manner

Initiative

- Knows to ask the necessary questions
- Brings questions/issues to supervisor's attention and seeks appropriate guidance of resolutions when necessary
- Proactively tries to prevent and/or de-escalate matters before they disrupt
- Demonstrates creative and resourceful problem-solving skills, present solutions
- Results-focused

Qualifications

- No formal degree or certification required
- Database experience a plus
- Microsoft Excel experience a plus
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$35,000 - \$40,000.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: awoo@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)