



Development Associate

Who We Are

Council for Relationships (CFR) is a nonprofit organization with the mission of helping people from all walks of life improve their important relationships by providing exemplary therapy, educating, and training clinicians in the family systems approach, and advancing the behavioral health field through research.

The Development Associate is an efficient, systematic, and organized professional with some experience in fundraising and event management who is looking to hone their skills and use them for an organization that is making a difference in the world. This part-time position (15-21 hours per week) reports to the Chief Advancement Officer and is part of the Advancement team which includes a Marketing Coordinator and Communications Manager.

Job Description

Development Operations

- Maintain the donor database, hard copy, and electronic files to ensure data accuracy and quality of donor communications
- Monitor and revise all development systems, policies, procedures, and materials to optimize fundraising success

Individual Giving Campaign

- Draft, as needed, and manage editing of appeal letters, reply devices, and other annual fundraising materials; ensure segmenting, merging, and printing of letters for mailing
- Ensure accurate and efficient processing of donations and maintenance of donor management system

Foundation and Corporate Giving Support

- Draft, as needed, manage editing of, and submit all foundation, corporate, and government grant proposals and reports
- Ensure all proposals and reports are edited, compiled, and submitted to meet deadlines
- Research, identify and recommend corporate partnerships for joint fundraising
- Research, identify and recommend foundation grants and maintain proposal and report calendar

Special Events

- Assist with planning and implementing CFR fundraising and special events, ensuring all aspects are addressed
- Attend and document all development and fundraising event committees, as appropriate

- Oversee design and coordinate editing, printing, and mailing of fundraising event invitations and sponsorship opportunity materials
- Coordinate event venue, decorations, food and beverage plan, audio-visual arrangements, and other logistics
- Staff and coordinate volunteers to execute events

Additional duties as assigned

Preferred Qualifications

- Bachelor's Degree in Business, IT, Communications, or a related field, or commensurate experience.
- 3+ years of work experience in a nonprofit, community organization, or educational setting.
- Strong written communication skills.
- Strong understanding of information systems and research.
- Experience in organizational development.
- Proactive attitude and strong time management skills.
- Strong sense of self direction and autonomy with the ability to work independently.
- Demonstrated understanding of diversity, equity, and inclusion principles.
- Ability to think about high level ideas while also paying strong attention to details.
- Flexibility to occasionally make yourself available for evening and weekend meetings and events.
- Prior experience with CRM systems and Adobe Creative Suite is preferred

Location

Corporate Office – Philadelphia, PA
Hybrid work model

Compensation

\$25 - \$30 per hour (depending on experience)

To apply, please email your CV and Cover Letter to Jason Anhorn, Chief Advancement Officer, at janhorn@councilforrelationships.org

Disclaimer: This job description is intended to describe the general nature and level of the work being performed by the person assigned to this position. It is not intended to include every job duty and responsibility specific to the position. Council for Relationships reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Council for Relationships is an equal opportunity employer. We are committed to a diverse and inclusive workplace. Candidates of color, LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.