



JOB DESCRIPTION

POSITION TITLE: Development Associate
REPORTS TO: Development Director
STATUS: Full Time

Families Forward Learning Center's (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

Position Overview

The **Development Associate** supports the programs and mission of Families Forward Learning Center by supporting the Development Director in all fundraising activities as well as coordinating the volunteer program and communications to our volunteers, families, donors and broader community.

Essential Duties and Responsibilities

Development Responsibilities

- Manage donor stewardship, including communication and filing.
- Implement Communication Plan with Development Director.
- Keep up to date on FFLC's activities, take pictures weekly.
- Produce monthly Connections.
- Manage FFLC social media social media accounts.
- Support annual fundraising event.
- Work with Development Director on donor activities, including Year-End Appeal.
- Create and maintain photography files.

Volunteer Responsibilities

- Coordinate and oversee all Volunteer Program activities including but not limited to: Reading Buddies, Classroom Assistants, Sports Day, Afterschool Homework Hour and the Teen Summer Volunteer Program.
- Coordinate and maintain local public and private school partnerships.
- Represent Families Forward Learning Center at Volunteer Fairs, Community Resource fairs, and during Program Tours.
- Design and deliver volunteer orientations and trainings.
- Maintain accurate records for each volunteer including personal information, service hours, and other administrative activities using Volgistics.
- Develop and maintain documents including recruiting materials, volunteer policies, job descriptions, volunteer applications, satisfaction surveys, and training/orientation materials.
- Maintain and deliver a volunteer stewardship program to ensure appropriate acknowledgement of volunteers.

Desired Competencies

- Ability to work closely and professionally with diverse populations, including young children (3-5 years old), English-learners and working professionals.
- Demonstrates ability to collaborate with others and foster positive professional relationships and communication with volunteers, guests, clients, co-workers, board members, and the community.
- Exercises good judgment, discretion, and confidentiality regarding the organization's affairs and donor information.
- Self-starter with the ability to work independently and as part of a team visible enthusiasm.
- Able to organize work, prioritize multiple tasks, and follow-through.
- Strong written and oral communication skills, including presenting to large groups.
- Exceptional customer service and follow-through.
- Knowledge of Excel, MS Word, MS Outlook, Power Point, and database software.
- Sets priorities and organize daily workload to meet specific deadlines while assisting co-workers as needed.
- Demonstrates flexibility when new assignments or changes are introduced.

Education

- Associates degree required, Bachelor's degree preferred and related experience.
- Strong written and oral communication skills
- Strong and positive interpersonal skills
- 2 – 3 years of work experience preferred
- Strong computer skills with Microsoft Word, Excel and Powerpoint.

Work Environment/Work Schedule

- The work environment is typical office environment with varying noise levels.
- Some evenings and weekends will be required.
- Be able to lift 30 lbs.

Benefits

- Full-time position
- Medical and dental plan
- Retirement 403(b) Plan
- Vacation and paid holidays

Email Cover Letter and Resume to Development Director Liz Kwong at Liz@FamiliesForwardLC.org

www.FamiliesForwardLC.org