



**Job Title:** Development & Events Assistant  
**FLSA Status:** Full Time, Exempt  
**Reports to:** Development Director

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a Family Resource Center, The Center for African American Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are searching for a dedicated and socially conscious Development & Event Assistant to assist our organization's development team in creating and implementing strategies that ensure sustainability and organizational growth. Under the supervisor of the Director of Development this position would be responsible for preparing progress reports, drafting proposals, engaging with potential donors, tracking contributions, preparing and managing mailing list, assist with event planning, liaising with consultants, assisting with volunteer management, acknowledgement of contributions, assisting with social media activities and updates, and assembling media kits.

#### **Primary Roles and Responsibilities**

- Assist with preparation of grant proposals and reports
- Provide accurate and timely processing of gifts and acknowledgment letters
- Assist in preparation, execution and guest relations for fundraising events
- Assist with Annual Report, including information on donors, funders, and financial reports as needed
- Continually update and ensure accuracy of database contact information
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Coordinate department mailings
- Handle administrative details associated with Development Department meetings
- Submit expense reports to Finance Office and reconcile expense budget monthly
- Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines

#### **Requirements/Qualifications**

- Two (2) years of related work experience in special events and/or fundraising
- Bachelor's degree preferred; significant work experience, preferably with a nonprofit organization, may substitute
- Commitment to excellence and high standards
- Passion, enthusiasm, focus, creativity, and a positive outlook
- Excellent written and oral communication skills

- Strong organization, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Ability to work independently and as a member of various teams and committees
- Proficiency at Microsoft Excel, Word, and Outlook required. Familiarity with Salesforce, Adobe Photoshop, and MailChimp a plus
- Experience with community networking and resource building
- Willingness to be flexible with work schedule/some evenings and weekends required
- Excellent public speaking and presentation skills
- Strong writing skills, and ability to convey information in a clear, and concise manner
- Demonstrated leadership experience working with families, coordinating events, and leading groups
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds and forge strong relationships
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

**Salary Range**

\$42,000 - \$50,000

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**How to Apply**

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Development & Event Assistant in the subject line: [careers@caahealth.org](mailto:careers@caahealth.org). No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at [www.caahealth.org](http://www.caahealth.org)

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**The Center for African American Health is an equal opportunity employer.** We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.