



**Job Title:** Development Associate  
**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. The Center is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth, and families.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-impact organization with a rich history of community service.

### **General Summary**

Under general supervision of the Development Director, Development Associate will be responsible for effectively managing a growing annual giving program and the accompanying database of donors. The Development Associate will execute multiple direct mail and e-appeals, social media campaigns, reporting and analysis, list management, and relationship management. The Development Associate will work closely with the Development Director to promote the vision, mission, and strategic objectives of CAA Health.

### **Primary Roles and Responsibilities**

- Manage event logistics and internal communications including staff responsibilities, guest lists, contracts, venue, music, menus, photography, seating charts, and other event production tasks
- Draft all event-related correspondence (e.g., sponsorship solicitations, thank you letters, blog updates, invitations, honoree requests, etc.)
- Develop and implement communications and information activities including producing newsletters, annual report, brochures, press releases and informational materials, and website development and maintenance
- Manage external communications and strategy, including social media (Facebook, Twitter, Instagram, and LinkedIn) and emails (Mailchimp)
- Work with Director of Development on ways to update and improve events
- Contribute to the maintenance of files pertaining to all program inquiries and activities; resolve inconsistencies, and prepare reports
- Maintain and improve donor databases and systems to: a) track contributions by project, by donor and by solicitation source; b) produce timely donor acknowledgements; and c) create reports as appropriate
- Maintain strict confidentiality of all information, with emphasis on donor and donation information
- Write/prepare grant proposals and reports, donor solicitations and campaign materials, and correspondence related to development activities
- Assist with organizing board meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Represent Center in community initiatives and at events that support our brand goals/strategies

- Foster positive and collaborative relationships with community residents, local nonprofit organizations, businesses community-based organizations

### **Requirements/Qualifications**

- Bachelor's degree or two years relevant experience
- Knowledge of office software – Office 365, Microsoft Word, Excel, PowerPoint, Outlook, familiarity with and experience in using Salesforce desirable
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others
- Superior written communication skills; excellent analytical, critical thinking, and organizational skills with precise attention to detail
- Ability to plan, organize and coordinate activities and special events
- Demonstrated tact, diplomacy, cultural competence, and flexibility
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work enthusiastically with a variety of internal and external stakeholders
- Personal qualities of integrity, credibility, and dedication to the mission of CAAH

### **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.

### **Salary Range**

\$50,000 - \$55,000

### **Additional Employee Benefits**

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

### **Physical Demands**

The work involves normal physical activity associated with an office environment.

### **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 Associate 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.