



Position Description

Position: Development Associate, Full Time
Ministry: Development
Reports to: Division Director of Development

Hesed House, the second largest homeless shelter in Illinois is seeking a Development Associate. As a part of the Development team, their focus is to enable and support the work of Hesed House through inviting, engaging, motivating, and thanking donors, volunteers and other partners.

This role will focus on developing and fostering donor engagement in new and exciting ways, while serving in a cross-functional capacity to ensure Development Team needs are being fulfilled. The Development Team includes: Donor Relations, Fundraising Events, Volunteers, In-Kind Donations, Marketing/PR, and other key organizational responsibilities.

CORE REQUIREMENTS:

- “Generalist” development/fundraising background with minimum 1-3 years of proven development experience (Donor Relations/Stewardship/Database Management/Grants)
- Proficiency with Microsoft Office Suite of products, Word and Excel required
- Possess strong organizational and multi-tasking skills.
- Has the ability to pay attention to detail and meet deadlines on time.
- Has excellent oral and written communication skills.

KEY RESPONSIBILITIES:

- Assist with day-to-day gift processing and the acknowledgment of gifts in conjunction with the Donor Care Coordinator
- Manage Monthly Giving Program
- Planned Giving Program Support
- Work closely with Director of Grants to provide Administrative Support
- Represent Hesed House at community events (as needed)
- Assist with mailing projects, engaging with volunteers (as needed)
- Provide event management support (as needed)
- Support team with developing processes and procedures to ensure proper donor gratitude is being expressed
- Other Development support as needed

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Must be able to work with both faith-based organizations and secular companies.
- Exceptional written and oral communication skills (including phone calls)
- Superior management and organizations skills needed
- Ability to work in a fast-paced environment and quickly solve problems as they occur
- Demonstrates a high level of integrity and excellent judgment handling sensitive and confidential information
- Ability to interact with business and ministry partners in a positive, uplifting manner
- Comprehensive computer skills, including Microsoft Office Suite (Excel, Word, etc.)
- Ability to work flexible and extended hours on occasion

DESIRABLE FACTORS INCLUDE:

- Bilingual ability (English/Spanish)
- Familiarity with Raiser's Edge, GiveSmart, Canva, CERVIS, and other online tools
- Previous experience in Development and/or work directly with homeless individuals and families and/or work in a ministry setting

We look forward to growing our team!

**If you are interested, please submit your resume and cover letter at your earliest convenience.
Send via email to careers2105@hesedhouse.org with "Development Associate Interest"
in the subject line to ensure proper receipt.**

