



**Title:** Development Associate  
**Program:** The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene  
**Reports to:** Director of Development and Marketing  
**Status:** Non-exempt  
**Salary:** DOE

**The Salvation Army Mission Statement:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Position Summary:**

The Development Associate will work in coordination with the Development and Marketing Departments to manage all aspects of Kroc Center communications. The position includes direct involvement with donors, members of The Salvation Army Kroc Center Advisory Board, department management, and the community at large. A successful candidate has excellent written and verbal communication skills; has proven experience within a fast-paced environment and ability to adhere to strict deadlines; is proficient in Microsoft Word mail merge and manipulating data in Excel spreadsheets; is comfortable learning new technology; is comfortable meeting new people and making phone calls; supports the mission of the organization. Must have the desire to strive for constant improvements to the overall well-being of the Center.

**Work Schedule:**

This position will require the employee to be available to work 40 hours, Monday thru Friday during most of the year. During the Red Kettle Campaign, shifts may include both morning and evening hours, five or six days a week, Monday thru Saturday. Must be able to work the day after Thanksgiving and the day after Christmas; Thanksgiving Day and Christmas Day are observed.

**Duties and Responsibilities:**

*Annual*

- Maintain or enhance records using Excel spreadsheets and the Portfolio donor relations software for all donations and donor correspondence including The Kroc Center Capital Campaign.
- Draft content for monthly donor acknowledgement letters and periodic reports on donor impact.
- Coordinate all aspects of mailing donor correspondence including mail merging letters or envelopes, printing required components, affixing postage and delivery to post office.
- Coordinate materials for and take minutes at Advisory Board, Executive Committee and CBEC meetings.
- Assist with planning, organizing and facilitating community events, including the annual Kroc Leadership Event, the Dr. Riggs Youth Leadership Scholarship, trade tables at Chamber events, and a variety of events goaled to raise donations or increase membership and sales.
- Assist with production of all donor communication including mail appeal packages and acknowledgement letters. Includes researching possible "success stories," scheduling interviews and summarizing content for the Director.
- Maintain multi-functional printing equipment and manage a high volume of internal printing.
- Archive all donor communication pieces and evaluate ROI.

- Draft membership spotlight articles for web and print publications.
- Draft, submit and follow up on press releases with established local and regional media contacts, with assistance from the Director.
- Fulfill and maintain records of in-kind donation requests.
- Other duties as assigned.

#### *Seasonal/Red Kettle Campaign*

- Facilitate daily kettle inventory, accounting, bank deposits and record-keeping.
- Use Kettle Software as required to maintain and report upon kettle income and any other information as needed. Inventory and store all equipment after Campaign ends.
- Coordinate the annual Mayors' Day at the Kettle event with direction from the Development Director.
- Work cooperatively with Development Director and Development Coordinator to prepare an end-of-season brief.
- Other seasonal duties as assigned.

#### **General Qualifications and Proficiencies:**

- Minimum of 1 year of experience working in development or office administration. An associate or bachelor's degree in business or a related field is preferred.
- High attention to detail, consistent and reliable follow through, and ability to prioritize and manage multiple projects and meet established deadlines.
- Excellent computer skills with the ability to create and maintain records using MS Excel, perform mail merges, and adapt to Outlook, Portfolio, and Kettle Software. Experience with the Adobe Design Suite is preferred.
- Excellent written and verbal communication skills. Copywriting skills are preferred.
- Ability to take concise, accurate meeting minutes.
- Ensure confidentiality of department related employee and donor information.
- Demonstrate good judgment, resourcefulness, flexibility, and problem solving.
- Possess sensitivity and awareness of diverse cultural perspectives and the ability to work with diverse ethnic and socio-economic populations.
- Service-oriented team player who can take initiative, work independently and quickly adapt in a fast-paced environment.
- Ability to read, write and communicate in English.
- Valid driver's license and reliable insured transportation. Must pass online driving test within 10 days of hire and before driving on any TSA business.

#### **Physical Requirements:**

- Ability to lift and carry up to 40 pounds.
- Ability to sit for two to three hours at a time, ability to stand, stoop, squat, bend, kneel or walk on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers and reach overhead.
- Ability to operate telephone and cell phone.
- Ability to operate a desktop or laptop computer

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

**General Statements**

The above is general in nature and is not intended to be exhaustive.

**Special Comments:**

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workers' Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

**By signing this document, I agree that I am able and willing to perform this job as described.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date