

Job Description

Title: Donor Development Associate - The PRASAD Project

Supervisor: Administrator

Experience:

- 3 –5 years proven track record in professional development work including securing major gifts.
- Successful completions of multiple development campaigns of 100,000 and above utilizing volunteer boards and networks for donor cultivation and solicitation
- Ability to work effectively with individuals from different cultures
- Excellent writing, organizational and interpersonal skills
- Grant writing experience.
- Bachelor's degree, preferably in marketing/public relations, business administration or related field.
- Ability to handle multiple tasks with steadfastness and good attention to detail.
- Good computer skills, including working knowledge of Microsoft Office Suite. Knowledge of Raiser's Edge preferred.

Responsibilities:

- Help create and implement a development plan for the continued cultivation and maintenance of potential and current donors, including expanding the organization's partner base.
- Evaluate and implement existing strategies as well as create new strategies to achieve goals in the area of individual giving, planned giving, corporate foundations and special events.
- Research and submit grant proposal that are consistent with PRASAD's global mission.
- Solicit funds through community/public speaking and be the point person for any fundraising activities.
- Develop written materials appropriate for donor education/updates and compose letters for donor correspondence.
- Maintain oversight and scheduling of development mailings and provide donor follow up via email or phone regarding individual donor requests and inquiries.

The Donor Development Associate works closely with the Donor Development Data Base Administrator, as well as works closely with the Finance Assistant and the PRASAD management team. This person also is expected to maintain contact with local government, community and media officials to enhance awareness of The PRASAD Project's local program, PRASAD Children's Dental Health Program Inc.

This job description is not limited to the above duties but may be revised or added to as deemed necessary by the Board of Trustees.

Date: 2/16/11