

p:ear

## **Development Associate Job Description**

**TO APPLY:** Please send resume and answers to two questions below as PDFs to the questions **in lieu of** a cover letter to **jobs@pearmentor.org** with “Development Associate” in the subject line. The job will remain open until full. Email only, no phone calls, please – phone calls will not be returned. Successful candidates will be contacted for an interview starting mid May 2023.

1. *How will you incorporate equity into your work as Development Associate at p:ear?*
2. *How do you build community and grow relationships?*

p:ear builds positive relationships with homeless and transitional youth through education, art and recreation to affirm personal worth and create more meaningful and healthier lives.

At **p:ear**, our work starts with the realities of today. It ends when young people find and embrace tomorrow. Our beauty—our core-essence—is in everything in between. It’s in the kids, their daily experiences, their struggles, and triumphs. It’s in their journey. We believe every homeless youth has a vibrant future.

p:ear respects and celebrates the diversity, creativity and strength of our community. Equity and inclusion are a priority across all parts of our organization. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promote equitable access to our programs so we can all live in the world we want for our young people.

**POSITION TITLE:** Development Associate

**FTE POSITION:** 40 hours. Requires some evenings and weekends

**COMPENSATION:** \$58,000 (40 hours / week). Benefits include generous paid vacation, eight sick days, 100% paid health + dental, 2% simple IRA match, short-term and long-term disability, life insurance, paid parental leave, flexible schedule with one day at home/four days in the office and sabbatical eligibility after 7 years of employment.

**REPORTS TO:** p:ear’s Development Director

### **POSITION DESCRIPTION**

This is a high energy, external facing position. The ideal candidate loves making connections with new people, thrives at social events, and enjoys creating new partnerships and resource development for an organization. This position is an opportunity to gain the skills and experience desired to be a future nonprofit leader. As a

central member of the p:ear team, the **Development Associate** helps make p:ear's work possible by:

- Continually building and strengthening the community that surrounds p:ear by inspiring and maintaining a pipeline of new and current supporters through fundraising, donor relations and marketing efforts.
- Being a capable and creative writer
- Utilizing owned, earned, and paid channels to ensure that donors feel connected to the culture and sense of community that is so tangibly present within its walls.
- Creating and managing content across multiple platforms
- Acknowledging and celebrating p:ear youth and supporters
- Having a passion for responsible storytelling
- Superior written, oral and online communication skills
- Shows a keen attention to detail
- Strong enthusiasm for fundraising and being out in the community

#### **REQUIRED VALUES / COMPETENCIES:**

- Experience building trusting, healthy relationships with a supportive community
- Strong commitment to social justice and racial equity
- Highly adaptable sense of humor
- Excellent interpersonal skills. Must be a positive and strong role model, have a collaborative, team-oriented work style, and strong strategic and problem-solving skills
- Ability to maintain and sustain relationships with diverse populations
- Ability to work cooperatively with others to set goals, resolve conflicts, and make decisions that enhance the effectiveness of p:ear
- Committed to personal growth
- Self-initiating, independent and highly motivated
- Comfortable working with minimal supervision in a deadline-oriented environment
- Capacity to thrive amidst chaos, juggle competing priorities and responsibilities, and work calmly in a fast paced and stressful environment
- Able to work frequent nights, weekends, and holidays
- Experience with Salesforce and Wordpress preferred, but not required

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Must have a minimum combination of 4 years experience or demonstrated ability in communications and development work.

##### **Development + Donor Relations:**

- o Manage a portfolio of small to mid-size donors through events, one-on-one meetings, site visits, campaigns, annual appeal, monthly giving
- o Act as primary collaborator and support to Development Director regarding some fundraising activities
- o Support grant writing and reporting in collaboration with Executive Director

##### **Communications & Engagement**

- o Represent p:ear in the community in multiple ways from fundraising, outreach events and public speaking
- o Co-create and manage content across multiple platforms to reach and engage a broad audience of current and new supporters
- o Work closely with the Development Director to create an annual communications plan and set annual goals with Development team
- o Support a culture of strong and responsible story-telling
- o Create content for fundraising materials, newsletters, collateral materials and email updates with the leadership of the Development Director
- o Write and distribute press releases to traditional and non-traditional media outlets and be the main point of contact for media inquiries.
- o Manage website and ongoing updates
- o Strategically utilize website and social media to tell p:ear's story, increase levels of engagement with the organization, grow its base of supporters

#### **Marketing:**

- o Support the Development Director in executing a marketing plan with an active daily/weekly/monthly marketing calendar.
- o Help maintain the current organizational system of p:ear's brand assets including logos, graphic files, and photography.
- o Create a marketing plan for monthly giving donors (recruitment + retention)
- o Assist the Development Director in executing marketing and engagement plans for p:ear's annual gala and other fundraising events
- o Build relationships with community business and donors to support and market p:ear's fundraising events

#### **Safe Space Support:**

- Develop healthy, mentoring relationships with youth
- Support program unity by participating in a team approach when providing services
- Participate in occasional daily scheduled activities and projects to best tell p:ear's story
- Together with other staff, prepare the facility each morning, clean and organize at end of work day

#### **Application Guidelines / Contact**

Please send resume and cover letter to [jobs@pearmentor.org](mailto:jobs@pearmentor.org) with "Development Associate" in the subject line. The job will remain open until full. Email only, no phone calls, please – phone calls will not be returned.

#### **Work Environment**

This job operates in an often chaotic, loud environment. This role routinely uses standard (kitchen and) office equipment such as stoves, commercial dishwashers, microwaves, refrigerators, freezers, computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use stairs, and reach with hands and arms, and lift items weighing up to 30 lbs.

**Travel**

Occasional Travel Required

**AAP/EEO Statement:** It is the policy of p:ear to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, p:ear will provide reasonable accommodations for qualified individuals with disabilities.

**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.