



## Development Associate

**Job Summary:** The Development Associate is responsible for supporting the fundraising and development efforts of Riverstone International School, including donor relations, alumni relations, gift processing, data management, event planning, and communication. The ideal candidate will have experience in nonprofit fundraising, excellent communication skills, strong design skills, and a passion for education.

**Classification Summary:** This is a year-round, full-time, non-exempt position with hours from 8:00 AM - 4:00 PM with some flexibility for evening special events. The Development Associate works closely with and reports to the Director of Development.

### Essential Duties and Responsibilities:

- Assist with the planning and execution of fundraising campaigns, events, and programs to meet the school's annual fundraising goals.
- Manage the school's donor database and ensure accurate and up-to-date donor records and gift processing.
- Develop and produce donor reports and communications, including acknowledgment letters, receipts, and donor recognition.
- Coordinate and manage donor events, including cultivation, donor appreciation, and stewardship events.
- Collaborate with the Director of Development to identify and solicit major gifts and planned giving opportunities.
- Conduct research on prospective donors and provide prospect research profiles and briefings.
- Assist with grant writing and reporting, including prospect research, proposal development, and tracking grant requirements and deadlines.
- Assist with data entry for the schools' Alumni database.
- Assist with planning and executing Alumni campaigns, events, and programming
- Provide administrative support to the Director of Development, including scheduling, meeting preparation, and correspondence.
- Collaborate with other departments, including Marketing and Communications, Admissions, Athletics, and Arts, to ensure fundraising messaging is consistent and aligned with the school's mission and goals.
- Help plan and execute the RIS Annual Auction Gala and Annual Fund
- Perform other duties as assigned by the Director of Development.

This is an entry-level position and Riverstone International School promotes self-assessment for professional growth, personal initiative, and having fun as a member of a high-performing team.



#### Required Experience and Training:

- Bachelor's degree preferably in Management, Fundraising, Communications, Marketing or a related field.
- Strong interpersonal and communication skills, with the ability to build relationships and communicate effectively with diverse groups of people.
- Strong project management skills, with the ability to prioritize tasks, meet deadlines and work independently and collaboratively.
- Strong writing and editing skills, with the ability to craft compelling fundraising appeals and donor communications.
- Comfort and knowledge of planning and executing photography using a DSLR camera
- Working knowledge of Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere, Constant Contact, Google Workspace, Canva.

#### Preferred Skills and Experience:

- Preferred experience in event planning, including logistics, volunteer management, and vendor relations.
- Experience in the field of development, preferably in a nonprofit educational or youth-serving organization.
- Working knowledge and/or proficient learning capabilities for Raiser's Edge fundraising platform
- Strong attention to detail and ability to maintain accurate records and reports.
- Passion for education and the mission of Riverstone International School.
- Ability to lift up to 30lbs and perform required physical labor before and after events.

Starting at \$20 an hour

This version was made Jan 24, 2025