

PHILANTHROPY ASSOCIATE**Job Description**

Tempe Community Action Agency is committed to maintaining and promoting a diverse, inclusive, accessible and equitable environment where all employees are welcomed, respected and valued regardless of age, race, ethnicity, religion, national origin, sexual orientation, gender identity or expression, disability/medical condition, or any other status. We recruit and retain insightful employees with backgrounds and skills from across the professional spectrum who join our organization because they want to make a real difference in the lives of our neighbors. TCAA is an equal-opportunity employer. We embrace a philosophy that recognizes and values diversity. We aim to attract, develop, retain, and promote a talented, diverse workforce in a culture where all employees will contribute to their fullest potential.

Purpose:

This position plays an important role on the development team by participating in all fundraising activities including donor relations, marketing and communications, campaigns, special events, and by providing administrative support to the Director of Philanthropy. The position involves working regularly with many different internal and external audiences: donors, community partners, event sponsors, volunteers, staff and outside vendors and service providers.

Areas of Responsibility:**Fundraising:**

- Assists with gift solicitations for new and lapsed donors
- Generates and distributes email marketing content that furthers the mission and support of TCAA
- Assist with the prospect and donor relationship management process, including the identification, qualification, cultivation, engagement, solicitation and stewardship of donors, partners and sponsors
- Assists with strategic and annual fundraising plans, including executing priorities, goals, calendars, and budgets

Data Management:

- Maintains timely and accurate records in the donor database (EveryAction), including entry of all gifts and pledges, maintaining accurate records, and preparing reports
- Prepares donor correspondence, recognition, and acknowledgement, including the levels of giving program for corporate and individual donors
- Conducts research and develops donor profiles

Event Support:

- Creates and maintains online fundraising event registration pages, tracks registrations, records special requests, and supports on-going stewardship efforts
- Assists the development team with planning, preparing, and conducting fundraising events

Other Duties:

- Provides administrative support to philanthropy team, such as filing, data entry, copying, mailing, and emailing
- Schedules donor meetings
- Answers calls and responds to donor inquiries



- Assembles donor presentation, folders, pledge forms, gift histories, etc.
- Completes purchase orders and check requests

Required Knowledge/Experience

- Associate or bachelor's degree in a related field
- 2-3 years of experience in fundraising, customer service, or similar profession with private and/or non-profit organizations
- Excellent oral, written and interpersonal communication skills
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Demonstrated team player with strong collaboration abilities
- Highly proficient with Microsoft Excel, Word, and PowerPoint
- Prior experience with CRM systems

License/Certification Requirements or Ability to Secure Upon Hiring

Arizona driver's license, clean driving record, and a vehicle to use in performance of job

Eligible for Level One Fingerprint Clearance, Arizona Division of Aging and Adult Services Clearance, and Arizona Department of Child Safety Central Registry Clearance

Status: Full-time/Non-Exempt, 40 hrs/week.

Compensation: \$42,000 - \$45,000 annually

Hours:

Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes. Occasional evenings and weekends required.

Benefits: TCAA provides a robust additional benefit package to complement compensation. This package includes paid holidays including a personal birthday and religious/cultural preference holiday, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, life insurance, disability benefits, Health Savings Account, Employee Assistance Program, telemedicine, and retirement. TCAA pays 100% of the employee's premium for medical insurance.

TCAA is an Equal Opportunity Employer