

Presentation Academy is expanding and is seeking a highly motivated and experienced Development Associate to join our team. As the Development Associate, you will play a crucial role in supporting Presentation's fundraising efforts and ensuring the smooth functioning of our development department. This position requires a detail-oriented individual with a strong nonprofit fundraising background and organizational skills.

**Responsibilities:**

Manage and maintaining Presentation's donor database, Raiser's Edge NXT and database view, ensuring accurate and up-to-date records of donors, prospects, and contacts.

Take leadership in the planning and execution of fundraising events, including logistics coordination and donor engagement activities, especially for the Tower Awards for Women Leaders.

Support the development and implementation of fundraising campaigns and initiatives, including Alumnae Unite and other direct mail campaigns.

Research and assist in writing grants ranging from $1,000 to $50,000.

Work closely with the development team to facilitate donor outreach and timely acknowledgement.

Attend and/or coordinate materials for board meetings, Advancement Committee meetings, and event committee meetings.

Help grow online fundraising efforts by creating email and social content and investigating strategic online opportunities.

Provide administrative support to the development department, including managing correspondence and scheduling meetings.

Work to improve donor and alumnae relations through Community-Centric Fundraising

Potential to grow in mid-level and major gifts opportunities based on candidate interest.

Chance to grow as a fundraiser through professional development opportunities.

**Qualifications:**

Bachelor's degree in related field.

Passion for fundraising and the mission of Presentation Academy.

Minimum of one to three years of nonprofit fundraising experience, preferably as a professional fundraiser.

Demonstrated proficiency in donor database management and software with extra consideration to candidates skilled in Raiser's Edge and GiveSmart.

Knowledge or interest in fundraising best practices, ethics, and trends.

Strong interpersonal skills and the ability to build and maintain relationships with donors, board members, and committee members.

Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

**Salary Range:**

$40,000-$45,000

**Application Requirements:**

To apply for this position, please send a resume and cover letter to Elizabeth Ruwe, Director of Development, at [eruwe@presentationacademy.org](mailto:eruwe@presentationacademy.org).