

**Job Description: Development Associate (mid-level)**

<b>Job Title:</b> Development Associate (mid-level)	<b>FLSA Status:</b> Exempt
<b>Department:</b> Development	<b>Reports To:</b> Chief Development Officer

**Purpose:**

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation’s oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and six hundred Healthy Families America (HFA) home visiting sites. We also conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. And we raise public awareness and advocate for family-friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

The Associate will be a key member of PCA America’s growing development team, working closely with the Chief Development Officer to lead development communications and operations, including owning all database and gift management activities, donor research and qualifying, annual appeals and workplace giving campaigns. The Associate is critical for engaging and retaining donors through proactive and accurate communications. This position will also be responsible for supporting a donor stewardship strategy, including recognition and engagement opportunities.

**Roles and responsibilities:**

**Database and Gift Management:**

- Own the Development and Communications teams’ administration of Salesforce
- Effectively analyze system data to help secure new donors, improve retention, and optimize procedures
- Process all gifts and lead reconciliations with the finance department
- Lead two annual campaign mailings, print and email, including list management and segmentation, letter drafting and formatting
- Manage several vendor relationships
- Execute and record gift acknowledgements in a timely and accurate manner
- Prepare donor letters and other communications with donors
- Follow best practices to record donor information; construct queries, exports, and reports
- Create and update progress-to-goal reports
- Respond to data retrieval requests and support other departments’ Salesforce requests, as needed

**Donor Research and Engagement:**

- Conduct prospect research for potential donors and philanthropic funding opportunities aligned with PCA America's priorities
- Build prospective donor profiles and conduct donor qualification screens
- Increase donor engagement and retention through engaging donor communications
- Increase workplace giving through data analysis, prospect recommendations, and relationship building. Opportunity to own portfolio of donors
- Communicate with existing donors to update information in our database and systems
- Oversee recurring gift and giving circles

**Necessary qualifications and skills:**

- Bachelor's Degree from an accredited college or university, or equivalent experience
- 2-4 years of database management, fundraising, or equivalent relevant experience.
- Strong verbal and written communication skills; should be comfortable and able to present in front of groups
- Highly proficient with Salesforce or similar CRM
- Proficient computer skills and experience working with relevant tech systems, including online donation portals and financial systems
- Detail oriented
- Ability to manage a variety of tasks

**Work environment:**

- Hybrid work schedule, Chicago office
- Ability to work occasional evenings and weekends

**Compensation:**

- Benefits include health, dental, life, vision, and disability insurance, and 401(k)
- Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with PCA America employee handbook
- Salary is commensurate with educational and professional experience.

To learn more about Prevent Child Abuse America, please visit: [www.preventchildabuse.org](http://www.preventchildabuse.org).

To learn more about Healthy Families America, please visit: [www.healthyfamiliesamerica.org](http://www.healthyfamiliesamerica.org).

Prevent Child Abuse America is an Equal Opportunity Employer.