

## **Development Associate**

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 nearly 600 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.

### **Summary:**

The Development Associate is a key member of Prevent Child Abuse America's (PCA America) growing development team, working closely with the Chief Development Officer to lead development communications and operations, including owning all database and gift management, donor research and qualifying, and annual appeals. 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.

**This is a full-time exempt position performed in a hybrid work environment with at least two to three days in the Chicago-based office. Interested applicants should send their resume and cover letter to [hr@preventchildabuse.org](mailto:hr@preventchildabuse.org).**

### **Essential Duties and Responsibilities:**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

#### **Database and Gift Management:**

- Own the Development team's administration of donor database, Salesforce and online donor giving platform, Classy.
- Process all gifts and lead monthly reconciliations with the finance department.
- Execute and record gift acknowledgements in a timely and accurate manner.
- Prepare donor letters and other communications with donors.
- Support two annual giving campaign mailings, print and email, including list management and segmentation.
- Follow best practices to record donor information; construct queries, exports, and reports.
- Create and update progress-to-goal reports.
- Respond to data retrieval requests such as mailing lists, event RSVPs, etc.

#### **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.
- Support workplace giving through data analysis, prospect recommendations, and relationship building. Opportunity to own portfolio of donors.
- Communicate with existing donors to update information, troubleshoot or support online donations.

**Necessary Qualifications and Skills:**

- Bachelor's Degree from an accredited college or university, or equivalent experience
- 1-2 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 preferred.
- 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:**

- Prevent Child Abuse America is headquartered in Chicago, IL and maintains a hybrid work environment with at least 2-3 days required in the Chicago office.
- Staff must maintain an office with internet and telephone. A computer is provided.
- Sitting or standing for extended periods of time
- The position requires the capacity to spend significant time each day on a computer.
- Ability to operate a computer keyboard, mouse, and to handle other office equipment.
- Ability to work occasional evenings and weekends.
- Minimal travel required; possibly 1-2 times annually.

Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

**Compensation:**

PCA America's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. The starting pay range is between \$55,000 and \$58,500 annually.

Benefits offered include medical, dental, and vision benefits options, company-paid life insurance and short- and long-term disability, paid time off including a sick leave policy, paid holidays and paid parental leave. We also offer a wellness benefit reimbursement, retirement plan with a company match, and the option to contribute towards Flexible Savings, Dependent Care, Parking/Transit and/or Health Savings Accounts.

PCA America is deeply committed to creating a dynamic work environment that values integrity, belonging and respect. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Aligned with our commitment to a culture of integrity and respect, we provide additional opportunities through internal task forces, conferences, and staff retreats.