

# Fort Bend Seniors Meals on Wheels

## *Development Associate Job Description*

**Job Title:** Development Associate

**Classification:** Exempt, Full-time (approx.40 hours a week)

### **Mission of Fort Bend Seniors Meals on Wheels**

*Fort Bend Seniors is committed to helping seniors remain independent by enhancing their quality of life through services and resources.*

### **Job Summary**

This key position supports the Development and Public Relations Team of Fort Bend Seniors Meals on Wheels in the development process of identifying, cultivating, soliciting and stewarding donors to provide financial resources to make possible the organization's mission. Primary responsibilities include daily gift processing; maintaining the donor database; extracting information and reports from the database; reconciling donor database with organization's accounting books; preparing and mailing donor appeals; mailing and tracking grant requests; supporting the Director of Development as needed. This position requires a high level of confidentiality, tact and diplomacy, as well as exceptional computer and database management skills. This position also works with the development team on other projects, including support for special events, as necessary. These duties are always performed with the agency's mission in mind.

### **Essential Duties and Responsibilities**

#### *General Duties*

- Input daily gifts into the donor database and reconcile monthly with accounting
- Prepare timely acknowledgments and receipts for contributions
- Answer incoming calls for development department, take messages, forward calls and when necessary screen callers. Ensure that all incoming calls are handled in an efficient and courteous manner.
- Extract reports from the donor database based on specific criteria
- Maintain and process contribution boxes placed in the community
- Research contact information and maintain donor files
- Prepare correspondence and schedule meetings with individual donors, corporations, and foundations for Director of Development.
- Help maintain grant and corporate giving files
- Assemble, mail or deliver grant proposals and document their receipt, as needed
- Support individual donor giving strategies through management of the donor database and occasional outreach to donors
- Prepare mail merges for fundraising appeals and donor cultivation
- Assist with special events including the management of event software. Events may be occasionally outside of normal office hours
- Support marketing efforts as needed (creating brochures and flyers, social media and web postings, etc.)
- Order and maintain supplies as needed
- Attend meetings, seminars, training and conferences as necessary

- Assist coworkers with general office staffing and office duties, such as receiving visitors, answering phone calls, supporting program efforts, and more as needed.
- Perform other duties as assigned

## Qualifications and Skills

### *Minimum Education*

- Associates Degree at minimum. Bachelor's Degree preferred
- Ability to learn about, commit to, and educate others on FBS' mission and vision
- Understanding of nonprofit organizations and fundraising principles preferred

### *Minimum Skills and Experience*

- Three years of administrative support experience, preferably in a development or nonprofit office
- Experience working with and managing complex donor database computer systems
- Highly proficient in Microsoft Office software: Outlook, Word, Excel, PowerPoint and Publisher
- Strong interpersonal skills and ability to build relationships and influence others
- Demonstrated ability to initiate, manage, and follow-through on projects
- Exceptional time management skills and detail oriented
- Excellent communication skills, both written and verbal
- Ability to create spreadsheets, graphs, charts, presentations and other documents
- Proficiency in basic math computations
- Must be a team player and work efficiently with minimal supervision
- Ability to receive and maintain confidential information (regarding donors, clients, and grants)
- Valid Texas Driver's license and insurable in the state of Texas

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Physical Demands of Job**

The physical demands described herein are representative, and not all inclusive, of those who must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and to use hands and fingers to feel objects, tools, or controls. The employee is required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee may be required to drive to meetings, senior centers, and special events. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

- **Main location:** Fort Bend Seniors Administrative Office, 1330 Band Road, Rosenberg, TX  
While performing the duties of this job, the employee may be needed to be in many different locations in the agency and in the public on occasion.

- **Equipment Used:** Telephone, Computer, Fax Machine, Adding Machine, Photocopier, and other equipment needed to perform the duties of this position successfully

### **Supervised By**

- Director of Development and Public Relations

### **Supervises**

- None

### **Salary**

- Commensurate with experience

*Note: All Fort Bend Senior Meals on Wheels staff will make the provision of services to seniors their priority. Service is provided without regard to race, sex, creed, or disability. Staff is expected to work as a team to accomplish the mission and objectives of this agency. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical and normal process to complete responsibilities or assignment of the position.*

*It is the policy of the Fort Bend Seniors Meals on Wheels to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition, gender identity or sexual orientation. Our employees, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination. We are completely committed to these principles—not only because of the various laws which address these subjects—but because it is the right thing to do. The Company's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.*

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***To apply, email cover letter and updated resume to [leah@fortbendseniors.org](mailto:leah@fortbendseniors.org).  
Applications without cover letter will not be considered.***