



**Position: Development Associate**

**Organization: SBP – New Orleans**

**Reports to: Chief Development Officer**

### ***About SBP***

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a growing team of 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,000 homes across 13 states and in the Bahamas, and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

### **Position Summary**

The Development Associate is an essential member of SBP's Development Team. He/she will be responsible for all administrative and donor-related data management duties and will support and work alongside a team of talented development professionals as well as the CEO and other senior leaders.

The ideal candidate will be a self-starter, detail-oriented, have outstanding communication, interpersonal and organizational skills, and be comfortable working in a role that requires flexibility, curiosity, and problem-solving.

### **Responsibilities:**

- Serve as primary owner of all donations – enter donations in the database, send acknowledgement letters, maintain and update Salesforce records and revenue reports, clean data, manage monthly donations, liaise with the finance department to ensure accurate record-keeping and financial record-keeping of gifts.
- Support senior development team staff and CEO with donor management, acknowledgement, and outreach activities.
- Support development team and CEO fundraising-related travel arrangements and meeting preparation including preparing briefing documents, donor folders, and scheduling.
- Respond to external requests for partnership opportunities, presenting opportunities to the team for consideration.
- Research current and prospective donors.
- Assist the development team with administrative tasks including mailing materials, updating

- and creating donor packets, and ordering development supplies.
- Provide event support for 1 to 2 annual events.
- Partner with the executive assistant to ensure streamlined consideration of CEO's fundraising meetings and activities.

**Qualifications:**

- Bachelor's degree or equivalent combination of education and experience
- Superior organizational skills and detail oriented
- Exceptional written, verbal, and interpersonal communication skills
- Must be self-directed and work to achieve objectives with minimal oversight
- Must be flexible, reliable and resourceful
- Is able to assess areas for operational improvement and create efficiencies
- Knowledge of or facility with databases or ability to rapidly learn, with preference for Salesforce experience

**Primary Relationships:**

This position reports to the Chief Development Officer, and serves as part of the development team. The position has primary relationships with the senior management staff, program staff and AmeriCorps team members. Outside the organization, the position coordinates with community and corporate partners, Board Members and donors.

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*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*