



**POSITION ANNOUNCEMENT**  
**Development Associate**  
**Part-Time Position 20-25 hours**

The mission of the Decatur Education Foundation is to harness community resources to provide educational and enrichment opportunities for all Decatur youth.

We do this by generating financial support from individuals and organizations, awarding grants and administering scholarships, and engaging the community to contribute their time and talents to activities that ultimately benefit Decatur's youth. We work in partnership with City Schools of Decatur, The Decatur Housing Authority, the City of Decatur and other organizations to remove obstacles that keep some kids from finding success. To see how we do our work and the impact it has, visit [www.decatureducationfoundation.org](http://www.decatureducationfoundation.org). Recent initiatives address issues including student mental health, food security, the opportunity gap, and racial equity in our schools.

The Decatur Education Foundation is seeking a dynamic, professional Development Associate. This part-time position is primarily responsible for the planning, management and implementation of fundraising events for the Foundation with a hyper focus on fundraising, relationship management, as well as donor cultivation & stewardship. Must have previous event planning experience, as well as excellent oral and written communication skills, and a positive customer service attitude. Must have strong computer skills with donor database experience, acute attention to detail, the ability to work on multiple projects with competing deadlines, and the ability to interact professionally with a diverse constituent base. Previous non-profit experience a plus.

**GENERAL RESPONSIBILITIES:**

**Events (primary focus)**

- Responsible for coordinating logistics of DEF events
- Identifies and recruits potential sponsors
- Identifies and recruits food and beverage sponsors
- Recruits and manages volunteers for DEF events
- Works with board members and volunteer event chairs to facilitate successful events
- Identifies ways to increase revenue on existing events
- Manages post-event follow-up surveys to guest and sponsors

**Donor Stewardship**

- Supports executive director in creating and executing donor stewardship plans
- Meets with donors to provide information and updates
- Works with staff to solicit, accept, process, and acknowledge in-kind donations

**Fundraising Reports**

- Supports the production of customized donor reports, donor giving history, recognition lists, and other information needed to support fundraising goals

**Grant Writing**

- Assists the executive director with the grant research, writing and reports

**Donor Outreach**

- Coordinates efforts to reach potential (new) donors
- Handles specific outreach to first-time donors
- Assists staff with creation of publications including the DEF Annual Report to share donor stories