

## **Development Associate (full-time)**



Brethren Village has an exciting opportunity for an engaged and talented **Development Associate**. The Development Associate will report to the Vice President, Development and work collaboratively with a small staff to achieve department objectives.

The Development Associate will recommend annual fundraising and departmental goals, and will be accountable to achieve these goals in collaboration with the Vice President. The Development Associate will manage a portfolio of vendor and business donor relationships, and will identify prospective event and appeal donors, conducting prospect research as needed. The Development Associate will routinely recommend donor cultivation opportunities, and will serve as a leader in fostering Team Member giving to Brethren Village.

The Development Associate will also create and manage Brethren Village's calendar of fundraising and donor cultivation events, appeals, and communications. The Development Associate will plan and coordinate several large and important events throughout the year, including banquets, an annual golf tournament, and donor cultivation and recognition programs. The Development Associate will effectively manage all details, including venues; catering; transportation; staffing / volunteers; publicity and promotion; event programming, presenters, music, and entertainment; decorations; technology needs; invitations; solicitation and recognition of event sponsors; donor solicitations and tracking of gifts; Board, Resident and Team Member engagement; prizes; recognition of donors; etc.

The Development Associate will exhibit the highest level of integrity in all interactions with donors, prospective donors, Board members, Residents, and colleagues. Some local and other travel will be required; the Development Associate must maintain a valid PA driver's license, personal auto insurance, and a driving record free from serious or excessive violations.

### **Work Schedule:**

Full-time, days, primarily Monday through Friday, plus some evening and weekend work as needed to support events.

### **Requirements**

#### **Minimum Qualifications:**

- A Bachelor's degree, preferably in marketing, communications, public relations, business administration, finance, or a related field.
- At least 3 years of professional experience in fundraising. A record of achieving fundraising goals.
- Experience planning and coordinating major events, including handling all logistics, publicizing events, soliciting sponsors and gifts, and engaging and leading volunteers.

- Prior related experience in a long-term care setting, healthcare, higher education, or with a non-profit foundation or organization is desirable.
- Experience with database management (Donor Perfect knowledge desirable); proficient in MS Office - Word, Excel, Publisher, PowerPoint, Outlook.
- Ability to prioritize tasks; ability to effectively and efficiently organize multiple work tasks and projects.
- Exceptional attention to detail and accuracy. The ability to smoothly organize and execute large events and track numerous details.
- The demonstrated ability to form and maintain positive and productive relationships with donors and potential donors, as well as Residents and colleagues.
- Effective presentation and communications skills.
- Proven ability to think strategically; build support for ideas and plans; and develop and implement action plans.
- Thorough working knowledge of regulations related to fundraising, associated tax issues and IRS regulations, and current best practices in philanthropy.
- Occasional travel by auto or train will be required. **A valid PA driver's license, proof of personal auto insurance, and a driving record free from excessive or serious violation is required.**

***Make a positive difference...*** *If you have a passion for serving others, we encourage you to apply for employment with Brethren Village.*

Brethren Village, founded in 1897, is dedicated to providing exceptional service and care to our Residents. Brethren Village offers senior adults a variety of living options on a beautiful, well-maintained campus. Brethren Village operates a skilled nursing facility and a short-term rehabilitation center, provides personal care and home care services, and offers several independent living options.

Brethren Village offers Residents a wide-array of amenities and services, dining options, and more opportunities to engage with others and stay active and vital. We offer the highest-quality services and care to meet the specific needs of each Resident.

At Brethren Village, we are successful because our over 540 talented and dedicated Team Members give their best every day to create an extraordinary place to live and work. Our Team Members consistently provide the highest-quality service, care, and support to our Residents, and demonstrate professionalism and a commitment to excellence in everything they do.

**Why choose employment with Brethren Village? We offer stable employment; a well-run and well-maintained facility; a variety of full-time and part-time positions and the opportunity to apply for positions throughout the facility for your professional growth; and ongoing training and development opportunities. Full-time Team Members at Brethren Village are eligible for health, prescription drug, dental, vision, and life insurance coverage. Full-time and part-time Team Members receive generous paid time-off benefits, discounts on tuition at our**

**onsite child care center, free use of onsite fitness facilities, discounted onsite meals, and a retirement savings plan with employer-funded matching contributions.**

*For the health and comfort of all members of our community, Brethren Village maintains a tobacco-free environment in all indoor and outdoor areas. Smoking is not permitted during working hours, and non-smokers are encouraged to apply.*

*Offers of employment are contingent upon the successful completion of a reference check; verification of credentials; a criminal background verification; and a post-offer drug screen.*

*Brethren Village is committed to having an inclusive community where all Residents and Team Members are treated with dignity and respect. As an Equal Opportunity Employer, Brethren Village does not discriminate in its hiring or employment practices on the basis of gender, sex, sexual orientation, race or ethnicity, color, national origin, religion, age, disability or use of a service animal, genetic information, pregnancy, family, or marital status.*

**TO APPLY ONLINE:** <https://www.bv.org/careers/employment-opportunities/>