



POSITION EXPECTATIONS

TITLE: DEVELOPMENT ASSOCIATE

Thrive Overview: Our mission is to provide community-centered mental health services that empower individuals and families to build resilience and lead lives filled with meaning, connection, and hope.

Job Summary: The Development Associate serves as a key member of the development team responsible for securing resources to support the agency's mission. In collaboration with the Director of Development, the Development Associate will create strategies and implement key components of the following areas: events, grant administration, communications and outreach, and designing marketing content. The Development Associate will collaborate regularly with Thrive staff, board members and agency partners to achieve goals.

Essential Job Functions/Responsibilities:

- Assist in the development and implementation of a comprehensive communications plan that builds community awareness and invites donors to engage in Thrive's mission and vision.
- Co-create and steward the agency's voice through all channels including emails, social media and website.
- Manages the planning, promotion, and execution of community outreach and awareness-building initiatives and local media submissions.
- Administrates the Grant Application and Reporting process by organizing meetings, tracking progress, communicating with contributing team members and ensuring that the established grant processes are followed in an annual cycle.
- Assist in the development and implementation of donor and community engagement including the annual appeal and fundraising events, working in close collaboration with the Development Director, Executive Director and Thrive Board of Directors.
- Develop and provide oversight of the production of collateral materials including the annual report, brochures, impact reports, presentations, program promotion, etc.
- Manages the planning, promotion, and execution of community outreach and awareness-building initiatives and local media submissions.
- Collaborates with the Clinical Director to plan, promote and coordinate the Thrive Talk sessions.
- Assists in executing the annual giving program including direct mail and online solicitation campaigns.
- Ensures consistent branding while creating content across platforms.
- Coordinates Thrive's Administrative Internship program, establishing partnerships with university programs and promoting the opportunity; manages intern projects and the application process.
- Other relevant duties as assigned.

Accountability:

- Reports directly to the Development Director.
- Will adhere to the policies and procedures of the Agency, including privacy and donor confidentiality guidelines.

Qualifications:

- Bachelor’s degree from a four-year college or university required
- Experience in communications or marketing
- At least one-year experience with event planning
- Resourceful approach and a drive to achieve results
- Superior communication skills, including highly developed interpersonal, research, presentation and writing skills, must be precise and detail-oriented
- Ability to craft written proposals in a clear and compelling manner
- Experience with relational databases in a fundraising environment
- Proficiency in Microsoft Office, social media and e-communications tools

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk and listen.
- The employee is frequently required to use hands to key, handle, or feel and reach with hands and arms.
- The employee is regularly required to sit or stand for prolonged periods of time.
- The employee must occasionally lift and/or move up to 10 pounds.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The position description should not be construed to imply that these are the only duties, responsibilities, and qualifications for the position. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required.

Culture, Values, and Philosophy:

Thrive employees are expected to uphold the organization’s values of Compassion, Diversity, Equity, & Inclusion, Collaboration, Accessibility, and Innovation. Thrive employs a person-centered model of care and respects the people we serve as the authority on themselves and their needs. Thrive is only successful when it is fully integrated into the community and expects our employees to participate in a larger system of partners and resources. We meet our clients’ needs on a continuum of care based on Maslow’s hierarchy and make our best effort to support them at every level.

Thrive fosters continued professional development and believes in the importance of employees maintaining their own personal well-being. Our team is committed to nurturing a work environment where all feel supported and valued. We honor this commitment by approaching each other with compassion, embracing humility, counseling rather than canceling, appreciating authenticity, assuming responsibility, and recognizing when it is time to speak up or step back.

ACCEPTED: _____

Date: _____