



FUTURES AND OPTIONS The Future is in Your Hands

POSITION ANNOUNCEMENT

Job Title: Part-Time Development Associate
Reports To: Director of Individual Giving and Special Events
Status: Non-Exempt, Part-Time

Organization Overview: Futures and Options expands opportunities for students from diverse backgrounds and historically underrepresented communities, collaborating with employers to empower students to gain the skills and confidence needed to succeed in future careers.

Our programs include: **The Internship Program**, which provides paid, mentored internships and career development workshops to students, ages 16 to 19 years old; **Career Essentials**, our hands-on career-readiness and career exploration program that provides opportunities for students to practice and improve their interpersonal, communication, and other relevant work-related skills; **The Externship Experience**, a career exploration and skill-building program focused on growing industries; the **College Guidance Initiative**, which helps students navigate the college application and selection process; and **Alumni Engagement Programming**, which provides continued work-readiness, mentoring, career exploration, and networking opportunities to alumni as they navigate their way through school and plan for future careers.

Job Description: Futures and Options seeks a highly capable, dedicated, and organized Development Associate to support our Development Team in the areas of fundraising and communications. This is a part-time position for an average of 25 hours/week.

Key Responsibilities: The Development Associate will:

Fundraising Administration and Support

- Maintain fundraising platform site (Funraise) and related pages, including creating campaigns, giving forms and generating transaction reports;
- Process donor contributions, event sponsorships, grant payments and related acknowledgements;
- Input relevant data into Funraise and Salesforce to ensure seamless integration of platforms and accurate donor data management; and
- Develop database reports and dashboards to support development needs and donor analytics.

Fundraising and Special Events

- Assist with the creation of event collateral, including invitations, programs, journals, signage, and other print and digital materials;

- Manage registration process and guest lists for fundraising and special events;
- Coordinate the solicitation and use of silent auction and raffle items; and
- Assist with on-site event management, including set-up and breakdown (attendance at all development special events is required).

Other Responsibilities

- Support communications and marketing efforts by drafting content for social media content, e-blasts, and other communications
- Other duties as needed to ensure successful operation of development and communication activities

The ideal candidate will:

- Have a BA or equivalent experience, with at least two years of work experience, preferably in fundraising, administrative, or operations roles
- Ability to work independently and efficiently, establish priorities, and meet deadlines
- Strong interpersonal, listening, written, and verbal communication skills
- Meticulous attention to detail and outstanding organizational skills
- Strong work ethic and creative thinker with an entrepreneurial spirit
- Proficiency with MS Office, including Outlook, Excel, and PowerPoint
- Proficiency with Salesforce, MailChimp and/or Canva preferred

Compensation & Benefits

Hourly salary will range from \$25-35/hour, commensurate with experience. Part-time employees working 24 hours/week or more are eligible for Futures and Options' medical, vision and dental benefits, as well as pro-rata vacation, personal and sick time.

To apply

If you are interested in this position, please email your resume and a cover letter to developmentjobs@futuresandoptions.org telling us why your experience would make you a good fit for this role. Please include "Development Associate" in the subject line of your email. **This position is hybrid in-office/remote work position and will require at least 2 days per week in the office, as well as in-person staffing of fundraising and other organizational events.**

As a condition of employment, all employees must successfully show proof of eligibility to work in the United States of America, and successful completion of a background check.

Futures and Options values an inclusive and diverse workplace and is an equal opportunity employer committed to hiring a diverse workforce at all levels of the organization. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex or gender, sexual orientation, gender identity, gender expression, age, disability, military status, predisposing genetic characteristics, a survivor of domestic violence status, or marital status. Candidates from diverse backgrounds are encouraged to apply.