



# Comprehensive Therapy Center

*Helping people walk, talk, learn and play*

Job Title: Development Associate

Job Description: The development associate is responsible for assisting and supporting fundraising, marketing, and outreach efforts for Comprehensive Therapy Center. They will convey the mission and programs of CTC using fund development best practice, working closely with the Director of Development to identify potential sources of donations, maintain donor relationships, and track the progress of projects and campaigns.

## Schedule

- 20 hours/week with growth potential
- Occasional nights & weekends during fundraising events
- Flexible schedule

## Pay & Benefits

- \$14 - \$16 /hr
- Healthcare
- Retirement match up to 3%
- Two weeks PTO
- Flex spending account

## Equal Opportunity

Comprehensive Therapy Center is committed to equal opportunity for clients, employees, and volunteers without regards to race, color, age, gender identity, socio-economic status, national origin, marital status, religion, sexual orientation, or disability.

## Organizational Relationships

Reports to: Director of Development

Supervision: N/A

Coordinates with: Programs Director, Marketing Associate, CTC Staff and Board Members

Populations: Staff, Clients, Community, Stakeholders, General Public

## Job Functions

1. Assist in the coordinating, writing, submission, and reporting of grant funding.
2. Help conduct research to identify potential organizations, foundations, and individual donors.
3. Coordinate and attend donor development meetings.
4. Assist with the planning, coordination, promotion, and implementation of engagement activities, including:
  - a. annual and special appeals
  - b. marketing communications
  - c. community reports
5. Maintain donor & volunteer database, and send out thank you letters.
6. Research and design potential new donor and fundraising events, including online and in-person projects.



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7. Engage in marketing and development planning, including the review and implementation of analytics-based strategies to increase engagement.
8. Manage and/or coordinate video and photograph production for programs and events, and disperse through publicity and publications.
9. As requested, represent the agency at community-related events and meetings to promote the visibility of the agency's mission within the community.
10. Coordinate and host visitors to the agency and its programs.
11. Other marketing & development activities as assigned.

## Other Responsibilities

1. Manage client and donor satisfaction:
  - a. Receptionist duties.
  - b. Communicate program information to potential clients.
  - c. Provide appropriate, professional services for all clients.
2. Assist with compliance tasks.
3. Recruit and train volunteers for event help and mass mailing assistance.
4. Attend at least one professional development conference a year.
5. Pursue appropriate and ongoing licensing and training with supervisor approval.
6. Follow CTC's policies and procedures.

## Qualifications

1. Bachelor's degree or equivalent community agency experience preferred.
2. Knowledge of word processing, design programs, databases, and spreadsheets.
3. Must be able to travel to all sites where all services are provided.

## Core Competencies

1. Effective writing and proofreading skills.
2. Ability to collect and understand data, then use it to tell a story.
3. Engaging and persuasive speaker and relationship builder with donors, stakeholders, staff, volunteers, and visitors.
4. Effective calendar and project management skills, with a particular focus on tracking details & deadlines.
5. Creates compelling, informative, and cohesively branded outreach communications.
6. Manages workload and deadlines with effective prioritization.

To apply, submit cover letter and resume to Summer Wright at [swright@therapycenter.org](mailto:swright@therapycenter.org).