



Development Associate Job Description

Position Overview: Part-time, non-exempt position responsible for building resources in support of Well of Mercy's retreat ministry and strategic plan for sustainability, while promoting Well of Mercy. This position reports to the Executive Director, and assists with donor relationships, outreach activities, public relations and grant writing. The individual will work collaboratively with the Executive Director as well as designated marketing support.

Mission - Well of Mercy, a retreat ministry sponsored by the Sisters of Mercy of the Americas, grounded in the spirit of hospitality, provides quiet sanctuary and time in nature for reflection, rest and renewal for those choosing sacred time apart, enriching their spiritual and emotional wellbeing.

The Development Associate must:

1. Be committed to the philosophies and values of Well of Mercy and the Sisters of Mercy of the Americas.
2. Maintain the highest professional standards of confidentiality, conduct and work ethic.
3. Work as a team member with external and internal relationships, operations and communications.
4. Support the Executive Director and the Well of Mercy community as the face of the Well of Mercy.

Major Duties and Responsibilities:

- Establish and maintain an annual development plan that specifies fundraising activities, projected goals, potential revenue and expenses to ensure sustainability of Well of Mercy.
- Work with the Executive Director to initiate donor relationship building activities with appropriate contacts, track donors through donor management software, dashboard demographics, mailing lists, and written communications
- Plan, coordinate and manage donor database, record-keeping and reporting activities.
- Assist with event planning and sponsorships for ministry fundraisers.
- Lead pursuit of grants through foundations, organizations and businesses, managing the process for proposal development, submission and follow-up reports.
- Develop and maintain a comprehensive communications plan targeted to various constituencies and audiences that describes how Well of Mercy's story benefits each audience.
- Identify candidates for top volunteer leadership roles in fundraising and marketing, articulating goals, outcomes and objectives regarding the achievement of critical revenue generation goals.
- Work closely with the Board of Directors and Board committees as appropriate.
- Perform other duties as assigned, such as providing staff administration assistance during exceptionally busy periods and staying overnight at least one night per month.

Job Relationships: Employees Supervised: None. Interrelationships: Staff, Executive Committee, Board Members, Donors, Volunteers, Guests, and External Relationships to include social media and marketing professionals.

Job Qualifications (minimum)/Education: College degree in marketing, communications, public relations, or fundraising preferred, but not required. Minimum of 2-5 years' experience in development.

Skills: Excellent organizational and planning skills, proficiency in Microsoft Word and Excel, knowledge and ability to learn fundraising database software. Excellent written and verbal communication, public speaking skills, and the ability to enthusiastically promote Well of Mercy to outside agencies, organizations, prospects, donors, and Board Members. Ability to interact professionally with people from a variety of backgrounds, beliefs, lifestyles and life situations.

Physical Demands and Working Conditions: Well of Mercy is committed to providing a means for applicants who have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position:

- Vision sufficient to read standard text, read a computer monitor, and drive safely
- Ability to speak and hear sufficiently, to communicate clearly, and to be understandable in person and over the telephone
- Ability to stand, sit, walk, stoop, and bend routinely
- Licensed and able to drive an automobile
- Manual dexterity to use hands, arms, and shoulders repetitively to operate keyboard, to write, etc.
- Body strength sufficient to lift and transfer at least 25 lbs.
- Ability to interact professionally with persons from a variety of backgrounds
- Working in an office environment with significant time visiting external relationships within a 75-mile region. Work from home is acceptable on occasion and with approval.
- Must be able to work occasional nights and weekends, if/when required

The Well of Mercy Strives to be an Excellent Steward of Resources

- Staff manage their time, take care of equipment, Well of Mercy facility and material goods, work to avoid waste and duplication, and make the best use of Well's financial resources.
- Accurate data is essential to the strength of our organization. Staff are expected to collect, accurately input, and analyze data as required by each specific role.

_____	_____
Employee	Date
_____	_____
Supervisor	Date

November 1, 2023