



P.O. Box 156, Hyde Park, Vermont 05655

### **Philanthropic Associate**

The Philanthropic Associate, reporting to the House Director, will work to meet or exceed fundraising goals, utilize existing systems to track fundraising activities, and work to improve fundraising outcomes. In addition to direct fundraising, this position will play a key role in growing our community of donors, volunteers, and advocates, and steward these relationships.

The Philanthropic Associate will work to optimize existing and new fundraising initiatives conducted by their local Dismas House and local development committee chairs, collaborate with other Dismas Philanthropic Associates, and partner with the statewide Development Director.

### **Core Responsibilities:**

- Participate in all aspects of fundraising, including building and managing the annual fundraising budget.
- Work with their House Director and the Development Director to create an annual development plan (and multi-year, to the extent possible), execute strategies, and monitor outcomes.
- Build external relationships and develop alliances with individuals, businesses, foundations, individual donors and volunteers.
- Build internal relationships with the Council members, staff, and volunteers.
- Support staff and volunteers in fundraising campaigns and events.
- Serve as a point-person for development-related activities and provide responsive support to inquiries and requests, internally and externally.
- Process gifts and acknowledgements and update donor record in a timely manner.
- Be the local administrator of DonorPerfect CRM and provide analysis as requested.
- Research and develop new donors, sponsorships, and funding opportunities in support of organizational priorities.
- Manage all aspects of the grant lifecycle, including the development and maintenance of a system to ensure accurate and timely reporting.
- Monitor fundraising progress and outcomes, write narratives, and create presentations for the Council and others.
- Keep abreast of fundraising trends and actively engage with the nonprofit community in Vermont.

- Work with the Development Director to develop, implement, and evaluate the communications plan across the organization's audiences to strengthen awareness of Dismas of Vermont and its impact.
- Expand social media presence and manage content schedule in partnership with local staff.
- Other duties as assigned.

### **Qualifications:**

- Proven stakeholder management skills, and a track record of achieving goals in collaboration with others.
- A bachelor's degree in a relevant field, and/or certification in fundraising, non-profit management, grant writing, and/or three to five years' experience in development, sales, or fundraising.
- Proficiency with Microsoft Office Suite required; experience with DonorPerfect or other CRM preferred.
- Strong interpersonal, written, and verbal communication skills. Strong research and proofreading skills.
- A self-motivated, charismatic individual with a high degree of organization, creativity, and desire to bring inspiration into action.
- Possess personal traits such as compassion, empathy, and cultural competence.
- Proven track record of stakeholder management.
- Able to take initiative and be resourceful problem-solver.
- Resourceful, motivated, and able to work independently and as a team.
- Excellent organizational and planning skills; very strong attention to detail.

### **Employment Requirements:**

- Successful background and reference check.
- Valid driver's license, reliable transportation and willingness to travel to donor sites and/or organizational events.
- Willing and able to work a flexible schedule.

### **Salary Information**

- \$22.00 - \$25.96 per hour
- 30-40 hours a week

***Please submit both a cover letter and resume to [tom@dismasoft.org](mailto:tom@dismasoft.org)***