



**JOB TITLE:** Development Associate

**REPORTS TO:** Development Director

**REQUIREMENTS:**

- 2 years of experience involving community outreach, public relations, or a nonprofit fundraising role
- 2 years of fundraising or event planning experience in a nonprofit environment or equivalent experience in a corporate environment
- Self-motivated team player who is enthusiastic and community-driven
- Positive attitude and passion for Bloom's mission
- Excellent public speaking and presentation skills
- Strong time management, organizational, and written communication skills
- Outgoing and engaging personality with the confidence to interact and forge relationships with new and diverse groups of people
- Valid Georgia driver's license and clean driving record
- Proficient in Microsoft Office Suite including Excel and One drive, CRM database management, Teams Project management, or a similar software system

**JOB DESCRIPTION:**

The Development Associate (DA) works with the Development Director to increase Bloom's visibility in the broader community. The DA will cultivate community partnerships to support Bloom's programs and services by educating the public about partnership and engagement opportunities. They will also help grow the organization's outreach through the execution of well-organized special event fundraisers and donor appreciation events to meet the annual fundraising goals.

**PRIMARY RESPONSIBILITIES:**

**Community Engagement:**

- Work closely and collaboratively with the Development Director to implement Bloom's community outreach plan, soliciting and strengthening community engagement activities with Bloom.
- Organize and implement a calendar of individual meetings, speaking engagements, and public appearances with potential donors and supporters as well as participate in other outreach activities, such as leading tours of Bloom's facilities, hosting "Lunch and Learns" with corporate partners, etc.
- Maintain and grow a minimum of 30 corporate client partners.

- Evaluate all aspects of Bloom’s community outreach initiatives, conduct research, and propose new ideas to increase the overall awareness of Bloom’s programs.
- Assist with special outreach projects such as the Christmas Angel tree.

**Event Management:**

- Develop and implement event plans, timelines, and budgets in conjunction with the overall Bloom budget and fundraising goals.
- Coordinate all event logistics, including overseeing the negotiations with vendors, appeals for in-kind donations, booking of the event venue, etc.
- Recruit, organize, and manage various event committees such as the Host Committee, Silent Auction Committee, Registration Committee, and others as needed.
- Ensure that online fundraising event software (GiveSmart) is properly managed and updated.
- Serve as the primary point of contact for third-party fundraising events of which Bloom is a beneficiary, working with the Development Team to ensure that Bloom is represented by volunteers and/or staff at the event as needed.
- Implement a calendar of donor cultivation events as directed by the Development Director.

**GENERAL EXPECTATIONS:** This position is a full-time, hourly position working 40 hours per week with occasional evenings and some weekend hours.

Click [here](#) to apply. A cover letter and resume are required to be considered for this position.