



Job Title: Development Associate

Department: Staff/Full-time, Exempt

Reports to: Director of Development

Job Summary

The Development Associate reports directly to the Director of Development and interacts daily with a diverse group of internal and external contacts, including donors, volunteers, board members, all levels of staff, and the general public. The Development Associate will work with the Director of Development and Head of School to develop and implement strategies aligned with the organization's financial and community engagement goals for the development office, including the capital campaign.

Donor Relations and Stewardship

- Maintain accurate donor information and giving history in the CRM/database.
- Prepare donor acknowledgments, stewardship letters, and other communications.
- Assist with donor research and prospect identification.
- Support the development of cultivation and stewardship strategies.
- Serves as the primary concierge in the development office by answering phones, receiving and welcoming development office visitors to the school, and directing constituents to the appropriate personnel when needed.

Fundraising Support

- Assist in preparing grant proposals, reports, donor-facing collateral and other supporting materials.
- Support capital campaign, annual giving campaigns, major gift initiatives, and digital fundraising efforts.
- Track deadlines, deliverables, and metrics for all fundraising activities.
- Help develop donor-facing collateral such as impact reports, newsletters, and presentations.

- Support management of alumni and development social media and digital marketing initiatives.

Data and Reporting

- Maintain and update fundraising dashboards and regular reports, including briefings for the head of school and board chair
- Ensure data integrity, oversee gift entry, and process donations in a timely manner.
- Generate donor lists, segmentation files, and data analyses as needed.

Event Support

- Assist with planning and executing fundraising events, donor briefings, and cultivation activities.
- Coordinate logistics, communication materials, RSVPs, and follow-up stewardship.
- Support event-day operations.

Alumni Relations

- Build and strengthen relationships with alumni through outreach, events, and regular communication.
- Maintain and grow the alumni database, ensuring accurate contact and engagement information.
- Identify and support the cultivation of alumni donor prospects, including young alumni and emerging philanthropists.
- Collaborate with faculty, staff, and board members to elevate alumni involvement.

Administrative and Team Support

- Manage calendars, schedule donor meetings, and prepare meeting briefs.
- Support budget tracking and invoice processing for the development department.
- Collaborate cross-functionally with marketing, communications, finance, and program teams.

Qualification Requirements

- Bachelor's degree or equivalent experience.
- 1–3 years of experience in fundraising, nonprofit administration, development operations, customer relations, or related fields.
- Strong writing, editing, and verbal communication skills.
- High attention to detail and excellent organizational skills.

- Proficiency with Microsoft Office/Google Drive
- Proficiency in office technology and with donor information systems/CRMs (e.g., Salesforce, Raiser's Edge, Bloomerang) preferred.
- Ability to handle confidential information with discretion.
- Commitment to and enthusiasm for the values and mission of Steamboat Mountain School.

Compensation and Benefits:

Steamboat Mountain School offers a rich and comprehensive benefits package for full time employees.

- Salary: Starting salary of \$40,000 - \$55,000 depending on experience, schedule worked, and housing needs.
- Total compensation, including additional benefits, could be higher.
- Hours: 40 hours a week, approximately 8:00 am to 4:00 pm, but may include weekends and evening events throughout the year
- Campus housing is available for staff according to needs and qualifications.
- One week of summer vacation, most holidays, and traditional school holidays.
- Medical including short term disability for full time employment
- Dental for full time employment
- Vision for full time employment
- Retirement contribution match after one year of service for full time
- Tuition remission benefits after two years of service for full time

In order to apply, email your resume and cover letter to careers@steamboatmountainschool.org. Steamboat Mountain School is an Equal Opportunity Employer.