



*Working to end homelessness, one life at a time.* THE CATHEDRAL CENTER

**Job Title:** Database & Development Associate  
**Reports to:** Director of Resource Development  
**Salary Range:** \$12 - \$15 hourly, commensurate with experience  
**Benefits:** 18 hours personal time, mileage reimbursement, supported training opportunities (internal/external)

**Job Summary:**

The database & development associate is a part-time position that is responsible for managing the overall database and provides general administrative support to Cathedral Center's executive, administrative, and resource development staff, primarily the director of resource development who oversees this position. All staff and volunteers at Cathedral Center are expected to communicate professionally and respectfully. Hours are primarily first shift Monday-Friday, though some evening and weekend hours will be necessary to meet the needs of the agency. This position has the potential to transition to full-time in 2020, with increased development-related responsibilities.

**Job Duties:**

The below are key responsibilities of the part-time database & development associate. Additional duties may be assigned to ensure successful completion of development-related goals.

1. Manage donor database including, but not limited to, promptly recording in-kind and monetary gifts, generating acknowledgements, producing reports and mailing lists, updating donor records, developing and implementing database procedures, and training designated staff on proper use of database.
2. Facilitate website updates.
3. Assist with implementation of agency fundraising through solicitation support and donor cultivation as well as tracking of donations and ticket sales.
4. Serve as liaison to the community for "do-it-yourself" events and donation drives.
5. Support development and marketing plan implementation including, but not limited to, quarterly newsletter content, annual report, agency and program brochures, and other collateral materials.
6. Provide support to Friends of Cathedral Center, as needed.
7. Participate in community-based resource and agency fairs, speak at community events, and attend various engagements on behalf of Cathedral Center, as needed.

**Skills and Qualifications:**

The candidate for the database & development associate part-time position at Cathedral Center must be able to prioritize while remaining true to the agency's mission to provide a safe environment for women and families, while working to end homelessness one life at a time. The ideal candidate will have earned a bachelor's degree or be actively working to complete a bachelor's degree. At least 2 years of post-secondary education is required. The ideal candidate will possess a working knowledge of Word, Excel, PowerPoint, WordPress, and donor management software. (Cathedral Center utilizes DonorSnap donor management software. DonorSnap training is available upon hire.) Excellent communication skills are required. Cathedral Center seeks a dynamic and mission-focused individual who is attentive to detail, receives direction and feedback, meets deadlines, maintains confidentiality, and is able to work effectively with and on behalf of diverse, vulnerable populations in a respectful and dignified manner.

All candidates for paid positions at Cathedral Center will be required to submit proof of credentials listed on resume within 30 days from the date of hire and to submit proof of current first aid & CPR certification or be willing to independently complete certification within 90 days from the date of hire. Occasional evening and weekend hours will be required to meet the needs of the agency. Candidates are also expected to participate in mandatory staff or team meetings and training sessions.

This position is open to all qualified internal and external candidates. Internal candidates must have reached six months of continuous employment at the time of application. Candidates must be able to sit, stand, stoop, and walk for extended periods of time, and be able to lift 25 pounds. All staff at Cathedral Center are expected to work effectively both independently and in a team environment, and to become familiar with and utilize a trauma-informed approach.

*All candidates for paid and volunteer positions who have received services at Cathedral Center must be separated from having received services for at least one year, as well as be willing to have a background check conducted.*