



## TEMPORARY DEVELOPMENT ASSOCIATE

At Urban Youth Worker Institute (UYWI) our mission is to resource and develop urban leaders so that urban youth have the role models they need to live transformed lives by the Gospel of Jesus Christ. We do this by providing resources, programs, and networks to urban youth workers both digitally and in person. Our vision is to fuel a movement of urban leaders who lead generations of youth to restore and rebuild broken communities globally. This includes our faithful resource partners who are helping us make this a reality.

The Temporary Development Associate will support the strategy of the Development Department serving as a partner across multiple projects designed to increase fundraising for Urban Youth Workers Institute. Responsibilities may include but are not limited to fund tracking and reporting, project management, donor communications, proposal support, as well as support direct mailings. The Associate will work to maintain audience data, provide data governance, and management.

## RESPONSIBILITIES

- Strong organizational and time management skills, with a proven ability to set priorities, bring projects to completion, and meet multiple deadlines with a high degree of autonomy.
- Work with other UYWI departments to ensure consistent messaging and coordinated development efforts.
- Assist development manager with monthly and weekly donor communications, including but not limited to Newsletters and CEO updates.
- Work with the Development Manager and Marketing Team to effectively communicate development activities and results through written, verbal and electronic communication to both internal and external stakeholders.
- Properly record all donations in donor management software in a timely manner and work closely with the finance department to ensure reconciliation between accounting and donor software.
- Manage, analyze and report data for UYWI, Donors, and Leaders.
- Ensure digital databases and archives are protected from security breaches and data losses.
- Additional duties as requested
  - *Note: Due to the nature of the work UYWI performs, this job requires participation in UYWI events and programs as requested and may include performance of duties that are outside of this specific job description*

## Qualifications:

- Bachelor's Degree preferred
- 2-4 years of experience working in Christian non-profit or philanthropic capacity
- Ability to identify patterns and analyze and compile complex data to extrapolate conclusions
- Excellent computer skills for a PC or Mac using MS Office, in particular strong familiarity with Excel Spreadsheets
- Knowledge of DonorPerfect preferred



- Experience with Mailchimp is preferred
- Excellent organizational skills, experience prioritizing and managing multiple tasks
- Excellent written, oral, and interpersonal communication
- Self-starting with ability to self-manage tasks to completion
- Shares and commits to UYWI's values, mission, and vision
- Strong problem-solving skills
- Experience in fundraising preferred

### **Critical Competencies**

- Works efficiently and independently in a remote setting
- Ability to interface and engage diverse groups of people
- Able to translate broad goals into achievable steps
- Displays integrity and models positive behavior
- Emotionally mature with a sense of humor to maintain balance
- Values and enjoys collaboration and working as part of a team

### **Position Overview**

Schedule: 30 hour a week

Compensation: \$18.00

Reports to: Development Manager

Location: 90% Remote; 10% Long Beach

For full consideration, please submit a resume, along with a cover letter to [development@uywi.org](mailto:development@uywi.org) by Thursday, September 15, 2022.