



Position Title **Development & Communications Associate**

Reports To **Executive Director**

Position Description

The Development and Communications Associate supports resource development operations and helps to implement annual development strategy. The Associate assists the Executive Director with the day-to-day responsibilities of fundraising, special events, donor communications, and social media engagement. This position reports directly to the Executive Director.

Specific responsibilities include but are not limited to the following:

Fundraising: 40%

- Collaborate on the development, writing and editing of materials for grants, corporate sponsorships, and individual and corporate campaigns
- Research prospective donors and funding opportunities to support growth of the donor portfolio
- Process and acknowledge all contributions
- Manage donor mailings for special events, individual and corporate appeals
- Assist in donor stewardship activities and provide excellent customer service to all donors
- Maintain the donor database (GiftWorks) and ensure data integrity through regular record maintenance and reconciliation
- Maintain individual, foundation and corporation files
- Monitor and report on progress against campaign workplans and goals
- Provide staff support to the Board of Directors Resource Development Committee

Special Events: 40%

- Assist with planning and coordination of annual College Dreams gala and Junior Board fall events
- Manage event workplans and provide regular progress updates to staff and committee members
- Prepare and manage event registration, event close-out and any follow-up needed
- Assist with creating, editing and preparing invitations, posters and other event materials
- Support and attend key meetings and events, as appropriate

Communications: 20%

- Assist with the implementation of the annual communications plan and calendar

Updated March 2017

- Assist with the writing, editing and preparation of various marketing and communications materials
- Write, edit and publish e-blasts and other electronic communications
- Develop and make approved edits to website and social media channels
- Photograph activities, as needed, and manage organization's image files
- Work with vendors to manage development and printing of physical materials

Qualifications and Competencies

- Bachelor's degree required
- 1-3 years of fundraising and/or communications experience preferred
- Excellent writing skills
- Excellent interpersonal and relationship-building skills
- Outstanding organizational skills and attention to detail
- Proven ability to meet deadlines while managing multiple projects
- Ability to work both independently and in a team
- Ability to think strategically, adapt to dynamic priorities, and efficiently manage time and resources
- Strong computer skills, including proficiency in MS Office tools (Word, Excel) and ability to learn a donor management database tool; experience with Giftworks a plus
- Must have a valid driver's license and ability to provide reliable transportation to venues and meetings throughout City of Chicago and suburbs
- Ability to lift and carry event supplies and materials weighing up to 25 pounds
- Ability to attend occasional weekend and evening meetings and events
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Compensation

Salary range for this position is \$32,000 - \$42,000. Salary is commensurate with experience.

Application Information

Interested applications should mail cover letter, resume, and a writing sample to Executive Director Jessica Paulsen (jpaulsen@passwithflyingcolors.org) with the subject line "Development and Communications Associate." No phone calls please.

ABOUT PASS WITH FLYING COLORS

A college degree means opportunity and choice as an adult. College graduates earn more than double the annual income than adults who have attained only a high school degree. College graduates are healthier, are more active in their communities, have greater access to health insurance and retirement benefits, and are less likely to be incarcerated. College aspirations



among low-income, first-generation students have risen significantly over the past 15 years yet the college attainment rates for the same period have remained flat. Pass With Flying Colors' eight-year program closes the aspiration-attainment gap, making college degrees a reality to a larger population of Chicago's low-income, first-generation students.

Pass With Flying Colors (PWFC) prepares Chicago high school students from underserved communities to be successful in college. Students join a PWFC cohort in their freshman year through a competitive application and interview process. Immediately scholars are immersed in programming and experiential activities that prepare them for the rigors of college. In high school PWFC scholars develop the academic, social and non-cognitive skills that are critical for college and career success. When they matriculate to college, scholars continue to receive PWFC mentoring, support and resources so they will realize their dream of a bachelor's degree.