



Employment Opportunity Profile

Development Associate
Full-time position, with benefits



3807 Lancaster Ave., Philadelphia, PA 19104
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Missional Overview

AlphaCare seeks to **empower pregnant women and families** by providing health and social services and serving as a bridge to community resources. While celebrating AlphaCare's 40th anniversary, this well-established Philadelphia non-profit envisions a Philadelphia community where everyone experiences **hope, health and healing**.

To that end, AlphaCare provides **medical services**, including lab-level pregnancy testing and limited obstetric ultrasounds, **social services** and **community resources**. Providing all services free of charge, AlphaCare strives for excellence in quality of care.

While the main office is in **West Philadelphia** on Lancaster Avenue, in 2016 AlphaCare added a **Mobile Medical Unit (MMU)** and more recently opened a satellite office in **Kensington** for social services. The MMU, fully equipped with ultrasound, serves clients in different locations throughout the city. These two additions allow AlphaCare to reach more women in their own communities.

AlphaCare is currently staffed by a diverse team of women. Each one brings a unique perspective and background, while all share a commitment to pro-life and Christian core values. When you join the staff at AlphaCare, you are joining a team **dedicated to making a difference** in the Philadelphia community.

Position Summary

The **Development Associate** designs and manages projects related to all fundraising efforts including events and multi-channel campaigns. The role requires strong written and verbal communication, meticulous attention to detail and high organizational skills. Candidates must possess strong interpersonal skills demonstrated by the ability to foster and maintain positive internal and external relationships with staff, volunteers, donors and church liaisons.

This position reports directly to the Executive Director, oversees the work of the Development Intern and coordinates with the Development Committee and other volunteers.

Duties and Responsibilities

Project Management and Strategy

- Plan strategic outcomes and goals with Executive Director and Development Committee
- Build and maintain event and project schedules for Development team
- Promote and grow monthly donor program, named "Partners in Hope"

Donor and Church Relations

- Manage small portfolio of mid-level donors and support Executive Director in major donor relations
- Coordinate "Baby Bottle Campaigns" and other fundraising projects with church liaisons and other advocates named "AlphaCare Ambassadors"

Event Coordination

- Design event logistics including publicity, budget and guest experience
- Establish and maintain relationships with volunteers, vendors, venues and promoters (often churches)
- Execute in timely manner with creative utilization of existing resources and sensitivity to expectations of involved constituents

Written Communication

- Develop content for multi-channel fundraising campaigns including mail, email, web and social media.
- Communicate with foundations, corporations and other organizations to submit grant applications, reports and acknowledgements.

- Write or source articles and client stories for monthly eNewsletter, website and other publications

Donor Database Management

- Maintain proper and orderly files and records, including gift entry and receipting, respecting the confidentiality of donors
- Produce regular reports on results, trends, and areas of need

Qualifications

Required

- Enthusiastic embracing of AlphaCare's vision, mission and statements of doctrine and purpose
- Manage multiple projects with the ability to prioritize, plan, and execute in a timely manner
- Initiative in identifying challenges and working toward solutions
- Excellent written and verbal communication skills
- Ability to interact with diverse personalities and situations exhibiting ease and grace
- High degree and range of cultural competency
- Willing and able to travel locally; must be available to attend events after work hours or on weekends periodically
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Publisher)

Additional desired skills

- Bachelor's degree
- 3-5 years of experience in advancement/development
- Familiarity with WordPress, Constant Contact, DonorPerfect, Facebook and Instagram must be obtained

AlphaCare is an equal opportunity employer.

Interested applicants, please email
resume and cover letter to
AlphaCare at office@alphacarephilly.org.