



Arlington Food Assistance Center Development Associate

Who we are:

35 year-old, well-respected, and award winning local food pantry whose mission is to feed our neighbors in need by providing dignified access to nutritious supplemental groceries. As a non-profit organization, AFAC relies heavily on volunteers to assist with the distribution of groceries to over 3,700 families who come to AFAC each week. AFAC also relies on the generous gifts of food and funds from our donors to meet the growing demand for our services. See our website for more information: afac.org.

Position Summary:

The Development Associate works closely with the Chief Development Officer, the Development & Finance Manager, and the Marketing & Communications Associate to develop, nurture, and grow successful donor relationships through seamless gift processing and receipting, creative email and direct mail appeals, effective contact with monthly donors, and ensuring donors have a great time at our events!

Principle Duties:

- Ensure that monetary donations are accurately and promptly processed, through PayPal and Donor Perfect;
- Verify that all gifts are accurately entered into the donor database and properly coded for appropriate acknowledgement, receipting, fund tracking, and compliance with internal and external audit requirements;
- Create and distribute seasonal letters for donor acknowledgement. Ensuring the letters are accurate and sent in a timely manner;
- Assist with direct mail solicitations, and fundraising platforms working closely with the development team;

- Collaborate with the Chief Development Officer in implementing a comprehensive donor stewardship and engagement plan to build donor trust through consistent and meaningful contact;
- Support the Marketing & Communications Associate in developing the organization's graphic identity, messaging, and communications;
- Collaborate with Development Department colleagues in the planning and execution of AFAC fundraising events;
- Assisting with grant writing and research;
- Interact cordially with fellow staff members, donors, volunteers, and community partners;
- Other duties as assigned.

Position Requirements:

- Thorough understanding of the principles and values shared in a community-based nonprofit;
- Ability to integrate into and work well with our team;
- Ability to work independently with minimal supervision;
- Ability to manage time effectively to complete tasks accurately and promptly;
- Ability to communicate in excellent written and verbal English; proficiency in Spanish is a plus;
- Proficiency in Microsoft Office and Google Workspace, and the ability to navigate a Windows desktop;
- Familiarity with databases (Donor Perfect, PayPal, WordPress) would be helpful;
- A minimum of one year of development experience would be helpful;
- Bachelor's degree or equivalent.

The position is full-time (40 hours a week) and is eligible for overtime under the provisions of the Fair Labor Standards Act. The position includes ten paid holidays, paid annual and sick leave as outlined in the Employee Handbook, health benefits, and a generous 401K plan.

The position reports directly to the Development & Finance Manager. Work hours are generally 8:00 AM to 4:00 PM, Monday through Friday. Occasional evening and weekend hours may be required as the duties and responsibilities may demand.

Interested individuals should submit a resume and cover letter to development@afac.org and include the position in the email subject line.