



Our Mission is to provide Options for *help, hope, and healing* to victims and survivors of violence and abuse.

Development Associate

Position Summary The Development Associate supports Options' mission by completing the annual fundraising program through donor cultivation, communications, and stewardship activities across our rural 18-county service area. Reporting to the Development Director, the Development Associate plays a critical frontline role in building and maintaining the individual donor relationships. The Development Associate will be assigned specific geographic areas and donor segments for focused cultivation and communications work, so must be able to travel throughout northwest Kansas to represent Options at community events, including some evenings and weekends.

Essential Functions Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While this position has little direct contact with trauma-impacted individuals, all Options' employees must respond calmly and appropriately in times of crisis and must be able to function independently, with flexible thinking and personal integrity. What follows is not a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change with or without prior notice.

Annual Fund & Donor Cultivation

- 1. Manage an assigned portfolio of individual donors at the annual fund level, including identification, cultivation, solicitation, and stewardship activities.*
- 2. Conduct one-on-one donor meetings, phone calls, and personal outreach within assigned geographic areas.*
- 3. Support execution of annual appeals, giving campaigns, and donor recognition efforts throughout the year.*
- 4. Assist in planning and staffing donor cultivation events and community engagement activities.*
- 5. Identify prospects for moves management and communicate portfolio updates to the Development Director.*

Donor Communications & Marketing

- 1. Write, design, and produce donor-facing communications including newsletters, impact updates, appeal letters, social media content, and stewardship reports.*
- 2. Create visually compelling materials using Canva or similar tools, consistent with Options' brand standards.*
- 3. Draft donor acknowledgment letters, thank-you notes, and recognition content on a timely basis.*
- 4. Support content creation for digital fundraising platforms and email campaigns.*
- 5. Assist with annual report preparation, including donor listings and impact narratives.*

Database Management & Reporting

- 1. Maintain accurate donor and prospect records in the organization's CRM, including contact information, giving history, and cultivation notes.*
- 2. Pull and analyze donor reports to inform solicitation strategies, track progress, and support board reporting.*
- 3. Process gifts and ensure timely acknowledgment in accordance with IRS requirements and Options' gift acceptance policies.*
- 4. Support data integrity efforts including deduplication, address updates, and lapsed donor list management.*

Rural Outreach and Community Relations

- 1. Serve as a visible ambassador for Options in assigned communities across the 18-county region, cultivating relationships with local businesses, civic organizations, and community leaders.*
- 2. Attend and represent Options at community events and other public engagement opportunities.*
- 3. Maintain knowledge of Options' programs and services to speak confidently with donors about mission impact.*

Supervisory Responsibility This position has no supervisory responsibilities.

Work Environment This job operates primarily in an office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, telehealth software, chat software, and fax machines.

Classification: **hourly; non-exempt**

Funding source: Non-grant, 100%

Department:

Reports to:

Development

Development Director

Work may also be performed at alternate locations in the community, including partner offices, law enforcement centers, courts, and medical facilities. This position requires travel by personal vehicle across an 18-county area in northwest Kansas. This role is full-time (35 hours per week); office hours are 9 am – 5 pm, and some evening and weekend work will be necessary.

Physical & Emotional Demands While performing the duties of this job, employees are regularly required to sit, talk, or listen. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Employees may be required to lift items up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, employees may be exposed to high stress and emotionally charged situations, including vicarious and indirect knowledge of domestic and sexual violence events, and staff support resources are available. Options' staff must be able to identify and manage their own emotions, triggers, and coping strategies (from their own emotional volume plan). Staff develop professional wellness plans to help reduce the impact of vicarious trauma and compassion fatigue.

Organizational Values Options' services are Free, Confidential, & Voluntary. Options focuses on providing care that is survivor-centered, trauma-responsive, culturally relevant, compassionate, and available to all. Options collaborates with employees to examine problems, develop solutions, and make decisions together, striving for the betterment of the organization and to build resilience with survivors, their families, and inside our own communities. Staff are expected to demonstrate respect for all people and support efforts of inclusion in matters of cultural and religious identity, sexual orientation, gender identity, dis/ability, race or ethnic origin, and age.

Travel is primarily local (within the 18-county service area) during the business day, although some out of the area and overnight travel will be expected.

Education and Experience

Minimum qualifications include a bachelor's degree in management, communications, marketing, public relations, or a related field (or equivalent professional experience) plus two (2) years of experience in nonprofit development, donor relations, fundraising communications, or a closely-related role.

- Proficiency in writing donor-centric communications.
- Technical proficiency with donor databases or CRM system and with Canva or comparable design tools.

Preferred qualifications include

- Familiarity with rural Kansas communities and fundraising in agricultural and rural contexts.
- Experience managing an assigned donor portfolio or geographic territory.
- Knowledge of moves management, major gift fundamentals, or planned giving concepts.
- Proficiency with email marketing platforms (Mailchimp, Constant Contact, or similar).
- Experience with social media content creation for nonprofit or mission-driven organizations.

Additional Eligibility Requirements

- Must have valid Kansas Driver's License with clean driving record and reliable transportation with valid insurance.
- Must consent to background check for the purposes of screening for sexually or physically violent criminal offenses.
- Must be eligible to work in the United States.

Options is an equal opportunity employer. Bilingual (English/Spanish) candidates are encouraged to apply. Candidates with lived experience are encouraged to apply.

Compensation and Benefits

Competitive salary, mileage reimbursement for required travel, fully paid health & dental insurance, Employee Wellness Program, paid professional development, paid holidays, and generous paid vacation and sick time.

Employee _____

Date _____

Employee signature constitutes understanding of the requirements, essential functions, and duties of the position.