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# Example of Associate, Development Job Description

Our innovative and growing company is hiring for an associate, development. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate, development

* Provide prospect tracking
* Cleaning up records
* Entering gifts
* Acknowledging gifts
* Creating queries
* Pulling mailing lists
* Assist with supporting events
* Work across departments and teams in order to support the design of program content and written cultivation materials, correspondence, proposals, and briefing materials
* Support the Associate Director and Manager of Leadership Engagement in managing the administrative side of the organization’s largest fundraising event
* Help to organize and produce event collateral for guests and preparatory briefing materials

## Qualifications for associate, development

* Solid understanding of TDCT sales culture
* Ability to work in a timely and efficient manner
* Knowledge of MS Access is a plus MS Excel and MS Word
* List clean up and mail merges for invitation
* Gift write ups
* Doing Raiser's Edge (RE) write backs and entering guests into RE post event