

Shepherd's Counseling Services

Development Associate

Permanent part-time position: 12-15 hours per week

This position supports the Development Director and Executive Director in communications with donors and planning of spring and fall events.

Donor Communications

Collaborate to create, format, and publish communications for:

- social media
- newsletter (print and electronic)
- print collateral
- website

Spring and Fall Annual Events

Collaborative Responsibilities

- Work with ED and DD to develop theme and concept of events
- Collaborate with ED and DD to determine and plan event location, logistics and program

Individual Responsibilities

- Create all support communications to fundraising volunteers and table captains
- Obtain and increase annual corporate sponsorships for both Spring and Fall events
- Contribute to planning strategy and implementation to increase event participation
- Set up and manage online registration and event engagement
- Strategize and implement all event communications including email, website, and print

Experience

- Donor relations
- Event management
- Corporate partner and sponsorship acquisition
- Content strategy and production for print, web, eNews, social media
- Design and image preparation for different channel requirements

Skills

- Donor communications, cultivation and stewardship
- Exceptional attention to detail

- Flexible and successful collaboration and work with teams
- Excellent time management skills
- Ability to work independently *and* as team member
- Content management and basic design for various channels
- Basic to Intermediate Photoshop and InDesign
- Experience with MailChimp preferred

Contact Janice Palm, Executive Director, at janice@shepherdstherapy.org
for more information or to apply.

www.ShepherdsTherapy.org