

**PRETERM
POSITION AVAILABLE**

TITLE: Development & Communications Associate

CLASSIFICATION: Full-time hourly

GENERAL SUMMARY: Under the direction of the Director of Development & Communications, the Development Associate will support all fundraising, communications, public relations, and educational efforts related to Preterm's operations, public advocacy, and sustainability efforts. As a part of the administrative team, the associate will occasionally provide back-up administrative support and other duties as assigned.

RESPONSIBILITIES:

- 1) **Development and Fundraising:** Work with the Director of Development & Communications to implement yearly fundraising plan, including work with individual solicitations and foundation proposals.
 - a. Individual solicitations: Research donor prospects. Generate donor information and materials for solicitation. Coordinate donor receptions and tours. Help develop and coordinate direct mailings, including annual reports and annual appeals. Track and acknowledge contributions promptly.
 - b. Donor information management: Responsible for data entry using Raiser's Edge, ensuring that files are current and accurate; prepare donation reports; prepare and produce mailing lists.
 - c. Foundation proposals: Conduct research for grant prospects, write proposals, and provide accurate and timely reports as required. Maintain foundation application and report calendar. Maintain database of current and potential support, and plan for continued research and cultivation.
- 2) **Communications and Marketing:** Work with Director of Development & Communications to develop and implement print and online communications and advertising targeted to patients, supporters, foundations, and referrers. Maintain and update website(s), contribute to social media and coordinate staff and volunteers to help with online and social media communication. Identify opportunities for articles and press releases and help to write. Help to write and develop content for newsletters. Conduct focus groups with patients and supporters. Help to develop targeted marketing and outreach.
- 3) **Events:** Coordinate special events and outreach appearances.
- 4) **Education:** Identify educational and outreach opportunities in reproductive justice and environmental sustainability and help develop the related educational materials.
- 5) **Volunteer Coordination:** Respond to volunteer inquiries and coordinate placement of volunteers with appropriate department managers.

QUALIFICATIONS:

- Must be highly organized and detail-oriented, with a high level of initiative and ability to work independently.
- Must possess excellent written communication skills.
- Must be knowledgeable in and comfortable with women's issues, especially abortion issues, and supportive of Preterm's mission to advance women's health and reproductive justice by providing safe, respectful, and accessible abortion care.
- Requires a high level of computer literacy and ability to learn new software and technology.
- Previous experience in communications, nonprofit marketing and/or fundraising strongly preferred.

WORKING CONDITIONS:

Normal office setting. Some flexibility with regard to work hours. Attendance at some evening meetings required.

SALARY:

Commensurate with experience. Preterm offers generous benefits, including paid time off, group health insurance, short-term and long-term disability insurance, and a retirement plan.

Interested parties should respond in writing with a cover letter, resume, and two writing samples that demonstrate the ability to write for different audiences by October 21, 2011. Email responses preferred. Please use "Development Associate" in the subject line, and send to info@preterm.org.

