

**Organization:** Well Community

**Position Title:** Development Associate (part-time)

**Job Location:** Dallas, TX

**Application Instructions:** See job posting at [wellcommunity.org](http://wellcommunity.org)

The Development Associate supports the success of the Well Community's development campaigns and ensures stewardship of donors. This position works alongside the Executive Director, Development Consultant and Communications Coordinator to plan, coordinate and execute all development campaigns designed to raise funds, promote awareness and further the mission of the Well Community. Additionally, this position is responsible for participating in annual development campaigns and events (such as the WellSpring events, fall fundraiser, North Texas Giving Day and the year-end campaign), as well as other campaigns as assigned. This is a part-time position (20-30 hours/week) with some flexibility in scheduling.

The Well Community, founded in 2002, is the only faith-based nonprofit in the Dallas Metroplex exclusively serving adults who face the challenges of severe mental illness. The Well Community's offices are located in the Oak Cliff area.

**To Apply:**

**Please email resume and cover letter, along with three professional references, to [hr@wellcommunity.org](mailto:hr@wellcommunity.org) or mail to the Well Community, c/o HR Coordinator, 125 Sunset Ave., Dallas, TX 75208.**

**No phone calls please.**

**Responsibilities:**

- Manage fundraising/donor events/campaigns
- Manage data in donor database
- Provide administrative support for development team and Executive Director
- Assist with Thursday Night Life program
  - Coordinate volunteers, including follow-up (cultivation)
  - Collect prayer requests
  - Procure permissions and take photos of volunteer groups interacting with members
  - General assistance as needed
- Maintain close, productive working relationships with the Executive Director, Development Consultant, Communications Coordinator and program staff as necessary
- Respect the dignity, value and confidentiality of all members

## General Qualifications:

- Bachelor's degree earned from an accredited university
- Ability to effectively work with diverse community groups, including members, individual and corporate donors, and community volunteers
- Self-motivation, with exceptional ability in setting priorities and planning
- Highly organized and detail-oriented mindset to create and manage event timelines and marketing processes
- Goal-oriented focus, with the ability to work toward achieving strategic development goals
- Dedication, flexibility and creativity
- Ability to respond creatively and diplomatically to conflicting priorities
- Excellent written and verbal communication skills, with the demonstrated ability to use diplomacy and tact when communicating with all stakeholders
- Personal computer proficiency, including skills in MS Word, Excel, PowerPoint, Google Drive, donor database, Canva and Dropbox.
- Cell phone
- Ability to work in an open-concept environment effectively, consistently and positively
- Ability to frequently travel locally by personal automobile
- Ability to work a flexible schedule, including some evenings and weekends
- Ability to walk up three flights of stairs to offices
- Sensitivity to the issue of mental illness
- Eligibility to work in the U.S.

*The Well Community is an equal-opportunity employer and does not discriminate based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.*