

Organization: Well Community

Position Title: Development Associate (part-time)

Job Location: Dallas, TX

Application Instructions: Please email resume and cover letter, along with 2-3 professional references, to hr@wellcommunity.org No phone calls please.

About the Well Community:

Those who struggle with mental illnesses are thirsty for acceptance, support and meaningful relationships. Offering hope and healing through best-practice interventions, friendships and the power of faith, The Well Community provides a place to belong. Founded in 2002, the Well is a 501(c)(3) nonprofit organization. While it started as a simple, church outreach to a handful of people, The Well has grown into a flourishing, significant ministry among adults coping and managing serious mental illnesses. The Well's philosophy of care, relational engagement and holistic care combine to make a significant impact upon those we are called to serve.

Brief Job Summary:

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.

Responsibilities:

- Assist with fundraising/donor events/campaigns
- Input data and generate reports 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 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 MSWord, 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
- Sensitive 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.