



## **Development Associate**

Ypsilanti Meals on Wheels (YMOW) recently celebrated 50 years of providing nutritious meals, social contact, aging-in-place supports and other services to the homebound, ill and disabled senior neighbors in eastern Washtenaw County, enabling them to enjoy healthier, safer, and more independent lives.

The Development Assistant plays a key role in supporting the growth and impact of YMOW. As part of our fundraising team, you will help secure funding from individuals, corporations, foundations, and other partners by providing essential administrative and operational support— especially in managing donor data, supporting donor communications, and assisting with fundraising events.

We're looking for someone who is people-oriented, detail-driven, and excited to improve how we work. You will thrive here if you bring strong initiative, a love of systems, a willingness to collaborate, and a can-do spirit. Commitment to YMOW's mission and community impact is vital.

The Development Associate is responsible for the following functions:

### **Data Management (40%)**

- Perform weekly CRM upkeep: merge duplicate records, reconcile updates, and track consistent tag usage
- Maintain accurate, complete records of donations, activities, and communications
- Assist with CRM-based activities like donor mailings, reports, and event data
- Gather and collate performance data for reports and fundraising analysis
- Ensure all data entry aligns with YMOW policies and best practices
- Ensure sensitive information is kept private and secure.

### **Financial Activities (30%)**

- Process donations and grants; ensure prompt thank-yous and proper documentation
- Assist with reconciliation between fundraising and finance records
- Help ensure accurate coding of gifts and complete donor records
- Support reporting and audit preparation related to fundraising

## Events (30%)

- Assist with event planning, outreach, and in-house event prep
- Help distribute materials like invitations and promotional posters
- Communicate with vendors, support logistics, and help with setup
- Attend events to ensure smooth operations and guest readiness
- Assist with wrap-up: cleaning, processing event donations, sending thank-you notes, and tagging participants in the CRM

Ideal Candidate will have:

- Excellent interpersonal skills across communication formats
- High attention to detail and organizational ability
- Comfort using data management systems and Microsoft Office
- Ability to manage multiple tasks independently and as part of a team
- Experience managing confidential data responsibly and securely.
- Experience in a nonprofit or charity setting
- Familiarity with fundraising/CRM databases
- Understanding of marketing and donor engagement strategies
- Creative thinking and eagerness to contribute ideas

Work hours: Monday – Friday, Exact work hours will vary (approximately 15 hours/week).

- Some work will fall outside of the regular work week, potentially on weekends.
- Some local travel is required.

Compensation rate: \$17.73 per hour

Classification: Part-time hourly position

Supervision: Reports to the Development Director

Benefits include: YMOW subsidized dental and vision coverage. YMOW paid short term disability coverage. 401k with up to 3% matching, stipend for cell phone and paid holidays.

To apply: Please send a cover letter and resume via email to [info@ymow.org](mailto:info@ymow.org). Include in the subject line: "YMOW Development Associate Position."

Accepting resumes: until filled

To learn more about our agency, visit our website at: [ymow.org](http://ymow.org)

### **Additional information**

The above list of duties is intended to describe the general nature and level of work performed by individuals assigned to this classification. It is not construed as an exhaustive list of duties performed by the individuals, nor is it intended to limit or modify in any way the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The requirements listed in the job description are guidelines, not hard and fast rules. A background and sex offender registry check are required. Offenses will be considered on a case by case basis.

You don't have to satisfy every requirement or meet every qualification listed. If your skills are transferable and you are in the ballpark with the competencies and attributes we encourage you to apply. Applying gives you the opportunity to be considered. We are a welcoming, kind, and diverse team of people working collaboratively to support our clients and one other. We believe that our effectiveness is dependent on the uniqueness and lived experiences of our staff and because of this, strongly encourage people with a wide range of life and work experience, people of color, LGBTQ+ and other underrepresented communities to apply.

*Ypsilanti Meals on Wheels is an equal opportunity employer, and complies with all applicable federal and state laws regarding nondiscrimination. Ypsilanti Meals on Wheels is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment or program delivery.*

