

**Teen Health Connection
Job Description
Associate Development Officer**

Teen Health Connection is a non-profit healthcare practice that provides comprehensive medical and mental healthcare and prevention and health education services for adolescents ages 11 to 22. Our mission is to improve the health of adolescents by providing physical and mental healthcare, education, advocacy and research through connections with teens, parents and the community. We have provided more than 148,000 comprehensive healthcare visits since 1992 and we ultimately hope to empower every adolescent to be healthy, safe and successful.

Job Summary:

The Associate Development Officer (ADO) is a new position at Teen Health Connection that will allow for an expanded development team and therefore expanded development efforts on behalf of our community's teens and their families. The ADO will support the Senior Development Officer and report directly to the Senior Development Officer, while also serving as a vital member of our small non-profit team. This position is an excellent opportunity for someone who wants to engage in a variety of fundraising activities and have opportunities to lead projects, but still wants to be part of a team.

Specific Responsibilities:

1. Database management, gift processing and reporting. The ADO will be responsible for entering new donor information into our donor database, entering all gifts and generating acknowledgement letters. The ADO will also be responsible for ensuring that information in the database is accurate and up-to-date and generating reports required by the leadership team, finance team and Board of Directors. The ADO is expected to uphold donor confidentiality.
2. Fundraising events. The ADO will take the lead in planning, organizing and implementing our annual fundraising event, Stand Up and Get Down for Teens. This includes venue selection, communication and coordination with all vendors, electronic and print design needs, table and corporate sponsorships, silent auction and raffle, event collateral, guest needs and all details related to event agenda. The ADO will also have responsibilities related to other fundraising, stewardship and cultivation events throughout the year.
3. Direct mail. The ADO will take the lead in planning our annual fundraising appeal letter. This includes the design of the piece, generation of the mailing list, coordination of print and mail house needs and tracking appeal-related statistics.
4. Grant writing and reporting. The ADO will assist with grant applications and reports as needed. This could include writing applications (or specific sections of applications) and/or helping with data collection and analysis and reporting requirements.
5. Marketing and PR. The ADO will assist with a variety of marketing and PR needs that have a connection to our development efforts. These include assisting with the design of our annual community report, website content management, social media posts, press releases, flyers, ads, etc.

6. Other duties as assigned. The ADO will participate in other day to day fund development and marketing/PR activities of Teen Health Connection as requested. The ADO will also participate fully as a member of Teen Health Connection's non-profit team.

Education, Training and Experience:

Candidates must possess a bachelor's degree. Successful candidates should have a minimum of 2-3 years of development experience and be comfortable managing multiple projects and assignments simultaneously.

Physical Requirements:

ADO must be able to lift boxes up to 30 pounds and drive to locations related to fundraising events and donor cultivation and stewardship.

Salary Range - \$35,000 - \$40,000 (depending on experience)

Comprehensive benefit plan available.

Effective Date – Position available beginning August 4, 2014. We will begin interviewing successful candidates by or before July 1, so that the hiring process (including HR review, background and reference check) will be completed in time to ensure we meet desired start date.

To apply, please submit your resume and cover letter to Glenda Bernhardt at glenda.bernhardt@teenhealthconnection.org.