



An Agency of LifeCare Alliance

**POSITION TITLE:** Development Associate – Diabetes Dayton  
**REPORTS TO:** VP of Advancement

**POSITION SUMMARY:**

This position will coordinate fundraising efforts for Diabetes Dayton, the newest merger partner of LifeCare Alliance, in close collaboration with the Director of Development, Vice President of Advancement, and diabetes programming staff. The role will serve as the primary point person for planning and execution for Dayton-based fundraising, engagement, events, relationships, and donor engagement efforts. The position will be based in Dayton, and work in conjunction with the Columbus-based Advancement team.

The successful candidate will reside in the greater Dayton area and be knowledgeable about the Dayton community, skilled at fundraising, relationship building, and event planning/execution. Attention to detail will be important, as well as the ability to seamlessly interact with constituents of all kinds, including donors, community partners, volunteers, corporate sponsors, and internal partners to ensure a successful presence in the Dayton community. This position requires a professional demeanor at all times to project a positive image that is crucial to the success of the Agency. This position will have frequent contact with community partners, donors, volunteers, and Agency personnel. The position collaborates extensively with other Advancement area team members to facilitate good internal communication and collaboration, as well as other Agency departments.

Work performed in this position will be of a professional and confidential nature, and requires an understanding of general office practices and an understanding of the inner workings of the Agency, its programs, and fundraising revenue. The position requires performing multiple tasks with multiple deadlines, as well as a significant amount of independence and self-direction to accomplish its essential functions and responsibilities. Work is performed under the general supervision of the VP of Advancement and in cooperation with other Agency personnel.

**PRINCIPAL RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

**Annual Fundraising and Events**

The role will coordinate efforts for annual fundraising and events for the Dayton and surrounding area(s) and work closely with the Director of Development to coordinate with the Agency's broader Development efforts. The role will collaborate across several areas of the larger Advancement team as duties intersect with donors, corporate/community partners, and internal staff.

**Donor Engagement and Stewardship**

Serve as the local point person for donor and community engagement in the Dayton and surrounding areas. The role will schedule and cultivate regular donor meetings, and may involve joint meetings with Advancement of diabetes programming staff.

**Other Duties – General Development**

As needed, this role will help support other areas, such as volunteers and third-party events in the Dayton area. This may include greeting and touring groups, connecting with local volunteers, and communicating with the broader Advancement team.

**QUALIFICATIONS:**

Bachelor's degree in Communications/Marketing/Sales, or related field to nonprofit development, with at least three years of experience in development, customer relations, event planning, fundraising, community engagement, communication, and/or sales. High attention to detail and ability to execute, build, and maintain authentic relationships across all levels of constituents, from corporate event sponsors/partners to individual donors, volunteers, Agency staff. Professional demeanor and appearance; excellent communication skills (verbal and written); proficient knowledge of computer operations and programs including but not limited to Microsoft Office and Bloomerang; administrative experience.

**WORKING CONDITIONS:**

Full time employment working 40 hours per week, between 8 a.m. opening and 5 p.m. closing, Monday through Friday; occasional weekend, evening, or early morning hours. Position is based in Dayton at the Diabetes Dayton office.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent interpersonal skills and emotional intelligence, including a high level of professionalism and a positive attitude.
- Organized, self-starter, attention to detail, project ownership, and high level of commitment.
- Ability to plan, organize, and manage events.
- Ability to maintain discretion and integrity in handling confidential information.
- Ability to prioritize and complete multiple job assignments; strong organizational and time management skills.
- Ability to engage publicly or present to large and small groups.
- Ability to engage partners, donors, and volunteers positively by phone, e-mail, and in person.
- Ability to develop and maintain effective working relationships with supervisors, staff members, agency Board Members, clients, and members of the community.
- Ability to operate standard office equipment (computer, e-mail, etc.).

**TO APPLY:**

E-mail your resume and cover letter to Rebecca Hurd at [rhurd@lifecarealliance.org](mailto:rhurd@lifecarealliance.org), and reference "Diabetes Dayton" in the subject line.

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Signature

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Date