



## **Development and Operations Associate Position Description**

The Development Associate is a highly organized and detail oriented self-starter who gains valuable professional experience while advancing the day-to-day operations of a dynamic Catholic nonprofit organization. Working closely alongside FMS staff, and reporting directly to the Associate Director, the Development Associate contributes as an integral team member and receives leadership mentorship and opportunities to grow in his/her Catholic faith.

As an Office Associate volunteer within the Nonprofit Servant Leadership Program, the Development Associate lives in intentional community with other volunteers and participates in programming activities, such as weekly direct service, evening prayer, and shared meals.

### **Position Responsibilities**

- Support streamlined donor engagement and donor cultivation through the management of eTapestry, FMS' donor database; process incoming donations and purchases in FMS' online store
- Assist the Executive Director, Associate Director, and Accountant with responsible financial management through the processing and tracking of all invoices and purchases
- Support FMS' annual World Care Benefit and Celebration through communication with prospective sponsors and guests; manage table assignments and registration; collaborate with Associate Director on event-related data tracking
- Coordinate all aspects of the mission appeals lifecycle from the point of application to the scheduling of appeals and the processing of donations; represent the spirit and values of FMS in all interactions with host churches and mission appeal volunteers
- Collaborate with the Associate Director to improve day-to-day operations and apply best practices that drive efficiency and effectiveness in FMS' work
- Assist the Communications and Programs teams through the provision of data and documents that support their work
- Assist with general bookkeeping and maintain a working knowledge of file location and organization
- Provide general administrative office support to the Executive Director and Associate Director

### **Other Essential Duties**

- Engage in direct service for five hours every Wednesday afternoon with a local Washington, D.C. nonprofit

- Participate in other duties as assigned, including but not limited to: assisting staff team with organization-wide projects (e.g. staff meetings, direct mail fundraising appeals, etc.) and events (e.g. lay mission commissioning) as well as contributing to FMS' blog

### **Position Qualifications**

- Bachelor's degree in communications, English, marketing, accounting, finance, business, non-profit management or other related field
- Highly detail-oriented and organized
- Strong writing and public speaking skills
- Experience with database management and excellent computer skills, including proficiency in Microsoft Office
- Interest in learning about and implementing best practices in the areas of finance, data management, and office management
- Ability to adjust to fast-changing priorities in a dynamic, collaborative, and communication-driven work environment
- Demonstrated commitment to service and social justice
- Demonstrated proactive commitment to one's own faith/spiritual development as well as an openness to learning about Franciscan spiritual values
- Willingness to honor the core Franciscan values of peace, fraternity, hospitality and care for creation in daily interactions with FMS staff, volunteers, and diverse constituencies
- Desire to engage in the FMS community beyond the traditional 9am-5pm work schedule to fully participate in intentional living community, including shared meals and prayer
- Ability to commit to the program's 13-month term of service, live simply on a monthly stipend, and participate in intentional volunteer living community

### **Program Benefits**

- Direct engagement in the workings of a mission-driven nonprofit while gaining valuable professional experience in data management, financial management, nonprofit operations, communications, and development
- A fully-furnished bedroom in FMS' intentional volunteer living community
- A \$350 monthly stipend and health insurance
- Ten vacation days in addition to holidays
- Biannual retreats and opportunities for spiritual direction
- Cultural enrichment, social engagement, and top-notch networking opportunities that come with living in Washington, DC
- Professional mentorship, peer support, and leadership development within a collaborative and close-knit team of young professionals

To apply, visit <http://franciscanmissionservice.org/programs/nonprofit-leadership-program/associates/>

*Updated: June 2016*