



Development Associate

Full Time, Salaried \$43,000 to \$53,000, depending on experience

Additional weekends and evening as required

Travel approximately 10% to 15%

Work on-site daily in the office in Loveland, Colorado

The Development Associate is primarily responsible for carrying out the detailed tasks of the fundraising strategy which sustains the mission of Wellspring Health Access' non-profit (501c3) and advocacy arm (501c4). This position will begin with its focus on the C3 and then migrate time to the C4 as necessary. This position reports to the Development Director and works collaboratively and strategically with all WHA staff, especially the Development Associate Lead. The purpose of this position is to provide administrative support for the success of all fundraising activities.

WHA opens clinics that provide abortion care in underserved communities so that all people can make their own decisions about their health care. WHA also advocates for the rights of people in a variety of ways so that they might achieve bodily autonomy. This is a full-time position in the office with additional weekend and evening hours as required.

Responsibilities

- Track outreach to donor prospects.
- At the direction of the Development Director, may research, draft and update content for communications to donors and other constituents, based on the needs of the organization.
- Assists with tracking and updating communication with current and prospective donors.
- Ensures that staff time, expenses, and revenue allocated to 501c4 activities are tracked separately and reconciled with the Development Director each month.
- Participates in the weekly update meetings and is prepared to report as needed.
- Conducts and tracks research on prospects, including individuals and foundations identified as potential sources of private funds for specific projects. In addition, collaborates with the Development Director, Development Associate Lead or consultants to conduct ongoing fundraising research and related fields to identify potential donors and sources of donor information.



- Assists in the preparation of reports including contact and giving, using constituency information database. Enter data into database on a timely basis for prospect and current donor tracking purposes, as requested.
- Prepares information required for successful call time with the President of the organization and others as required. Follow up with potential donors after calls are completed.
- Follows the WHA Development Handbook for tracking and cultivating contributors through the databases and other processes.
- Assists with coordination of events. Staffing events as needed.
- Conducts outreach for donor and other constituent meetings, in collaboration with the Development Department. Responsible for scheduling meetings, including location and travel logistics.
- Prepares itineraries and travel, hotel and transportation for the President and any staff accompanying President.
- Assembles donor information for events and meetings. Responsible for ensuring all information is updated, accurate and professional.
- Follows up with donors and donor prospects, as requested.
- Assists with donor recognition and correspondence, including donor thank-you cards, phone calls, and emails.
- Assists in the preparation of direct mail, such as list preparation for mailing and proofs from the printer in advance of sign-off.
- Performs other development activities as may be required.
- Assists with a variety of tasks for the C4, such as, but not limited to, administrative work, logistical support and meetings as necessary.

Qualifications

- High school diploma or GED. Bachelor's degree desired
- One to three years of development experience or strong administrative experience preferred
- Excellent verbal and written communication skills
- Ability to take direction, apply critical thinking skills, work independently on a project or effectively as part of a team
- Eager to meet and exceed objectives and grow professionally
- Strong technology skills and proficiency with spreadsheets and databases
- Excellent attention to detail and follow-through as demonstrated through effective project management

Wellspring Health Access
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- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to see the broad picture of reproductive rights while working to implement the details of an organization
- Ability to reach and relate to diverse staff members and supporters

Attributes:

- Passion for reproductive rights, abortion access and bodily integrity
- Unequivocally supportive of abortion rights
- Commitment to WHA's mission and vision
- Ability to navigate during politically and environmentally intense times
- Solutions driven
- Ability to deal with uncertainty in a fast-moving field that often faces obstacles
- Determined, collaborative, flexible and able to deal with uncertainty
- Excellent writing skills and verbal communication skills

Wellspring Health Access benefits program includes:

- Paid time off
- Paid holidays
- Health Benefits
- Professional Development Reimbursement

To apply, please send your cover letter, resume, and three references to hello@wellspringaccess.org. If you have any additional questions, please send an email to the same address listed above.

Wellspring Health Access is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Wellspring Health Access makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our EEO Policy.