



National **Benevolent** Association of the Christian Church (Disciples of Christ)

CALLED TOGETHER | CALLED TO CARE

Job Description

DEVELOPMENT ASSOCIATE

Job Title: Development Associate
Reports to: Director of Development
Effective Date: February, 2026

POSITION SUMMARY:

The NBA Development Associate will oversee the coordination and tracking of development activities, including yet not limited to gift processing and reporting, acknowledgement processes, database management, donor research, and gift reconciliation. The Development Associate will support the Development and Marketing team to implement and achieve strategic goals in annual fundraising, major gifts, planned giving, and any special stewardship campaigns. A successful Development Associate will be familiar with NBA's overall development activities and maintain a mastery of the development database (Blackbaud's RaisersEdge) to effectively implement NBA's strategic fundraising goals.

The Development Associate will be a mission-focused development professional with an understanding of and commitment to a faith-affiliated nonprofit that values equity and systemic racial justice approaches in addressing and collaborating around health and social service issues. As a nonprofit serving in the U.S. and Canada, the NBA seek to accompany and partner with diverse communities and stakeholders. We value intersectionality and cross-cultural communications. The Development Associate is expected to participate in building collaborative partnerships, support the creation of an organizational culture with a strong team orientation, and to perform effectively within NBA's stated commitment to belonging, equity, inclusion, and diversity.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. RaisersEdge NXT Database Management & Leadership:

- a. Ensure high standards of quality, consistency, and accuracy in managing and maintaining NBA's development records using the RaisersEdge NXT database.
- b. Develop, implement, and oversee relationship management tracking processes within the database.
- c. Serve as the project lead and staff liaison in providing training and support to the Development and Marketing Team, as well as Staff, related to the database.
- d. Enter donor gifts into the database and ensure timely and accurate data entry.
- e. Design database queries, imports, exports, stewardship reports, campaign reports, and any other special reports as designated by the Development and Marketing Team.

- f. Ensure integrity and security of database information.
- g. Process target analytics services such as decess finders, NCOA address updates/address finders, wealth ratings, and overseeing data hygiene efforts.
- h. Maintain internal policies and processes related to the development database.
- i. Partner with NBA Finance staff to proactively manage gift reconciliation.

2. Prospect Research and Stewardship

- a. Develop and implement strategies for maintaining accurate prospect and donor constituent records.
- b. Run reports and manage constituent data imports and exports.
- c. Complete research on donors and prospective donors utilizing Blackbaud's ResearchPoint and other relevant donor research software.
- d. Analyze and synthesize researched information on donors to assess financial capacity, philanthropic tendencies, and linkages to NBA's vision and mission.

3. Collaboration with Development and Marketing Team

Serve as a collaborative partner with the Development and Marketing Team in expanding NBA's fundraising activities and maintaining operational excellence through such responsibilities as:

- Send timely gift acknowledgements and receipts for giving.
- Develop and disseminate weekly and monthly development progress reports.
- Support Development and Marketing activities including but not limited to NBA's website, social media strategies, development and programmatic events, and promotional materials.
- Work with the Director of Development to manage annual and special campaigns, appeals, and stewardship initiatives.
- Provide administrative support for development events or stewardship initiatives, including donor visits or meetings.
- Assist with development mailings and any other donor communications.
- Support the Development and Marketing Team across all other areas as needed.

REQUIRED SKILLS & ABILITIES

- Excellent verbal, written, and interpersonal communication skills
- Possess a proven track record of extensive database management
- Competency in Microsoft Office applications, and mastery of development database, with Blackbaud certification appreciated.
- Ability to manage and protect confidential information.
- Self-starter, able to receive an assignment and carry it through to completion with minimum supervision.
- Must have excellent organizational and project management skills; ability to prioritize work.

- Attention to details and accuracy of information.
- Ability to work alone and alongside others in collaborative ways.

EDUCATION & EXPERIENCE

- 2-3 years proven, progressive fundraising experience.
- Demonstrated efficiency with Blackbaud RaisersEdge software. Experience is required, and Blackbaud certification is appreciated.
- Experienced database management skills and donor research abilities.

WORK ENVIRONMENT

- This position is remote. You will need a dedicated space for an office. Extensive use of technology required and proficiency in this is necessary.
- Work in virtual and in person settings; working alone at times and other times with diverse groups of people and communities.

PHYSICAL REQUIREMENTS

- The ability to communicate in person, on the telephone, and via email.
- Prolonged periods of sitting at a desk and working on a computer.
- The ability to occasionally lift Development and Marketing materials up to 40lbs. And, when traveling for NBA, the ability to manage luggage up to 50 lbs.

TRAVEL REQUIRED

Occasional travel required for in-person team meetings and all-staff meetings.

SALARY FOR THIS POSITION:

\$68,114 plus robust benefits including healthcare, generous vacation leave, sabbatical leave and pension plan.

EQUAL EMPLOYMENT STATEMENT

NBA is an equal opportunity employer and affords equal employment opportunities to all employees and applicants without regard to an applicant's race (including traits associated with race, for example, hair texture and protective hairstyles such as braids, locks, and twists), color, religion (except where religion is a bona fide occupational qualification), national origin, ancestry, age, sex, sexual orientation, gender (including gender expression, gender nonconformity, and transgender status), familial or marital status, (including civil union status, and domestic partnership status), pregnancy, pregnancy-related conditions, genetic characteristics, atypical hereditary cellular or blood trait, AIDS/HIV status, citizenship status, work authorization status, service in the uniformed services, or any other characteristic protected under the applicable federal, state, or local law.

It is the policy of the NBA to recruit, hire, promote and train individuals based on individual qualifications and without regard to any characteristic protected under the applicable

federal, state, or local law (NBA Employee Handbook 2025-2026, page 5).

TO APPLY:

To apply for this position, please upload a resume and cover letter at <https://www.nbacares.org/about-nba/careers/development-associate/>. Questions regarding this position may be directed to careers@nbacares.org.