



back to school clothing drive

POSITION DESCRIPTION

TITLE:	Program Associate
REPORTS TO:	Executive Director
CLASSIFICATION:	Full-Time Employee
EFFECTIVE DATE:	Immediately

RESPONSES:

Submit resume and cover letter to Executive Director Karl Gentles at karl@btscd.com. No phone calls please.

POSITION SUMMARY:

The Program Associate is responsible for supporting the day-to-day operations of the organization and assisting with all duties and communications related to programs and fundraising activities. This position reports to the Executive Director with dotted-line responsibilities to the Director of Programs and Director of Strategic Initiatives. The Program Associate will employ a collaborative, results-driven work ethic to ensure the success of all programs and organizational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Programs:

- Support implementation and execution of program strategies, fund development plans, and events, including but not limited to the following annual activities: “*New Clothes = New Beginnings*” distribution, our fundraising gala, and the Arizona Charitable Tax Credit campaign
- Help maintain relationships with partner schools and districts
- Support fundraising outreach to corporate and foundational donors
- Support volunteer coordination of program events and activities

Administrative:

- Articulate BTSCD’s mission effectively in both verbal and written communications
- Use technology effectively to improve overall operating efficiency
- Assist with managing partner relationships
- Manage donor follow up, acknowledgements, and profile maintenance
- Other administrative duties as necessary

QUALIFICATIONS, KNOWLEDGE, AND SKILLS REQUIRED:

- Bachelor's degree in communications, public relations, business management, or related field, plus a minimum of 5-7 years of experience in program management, the nonprofit sector, and/or fund development
- Proven ability to work with supporters, donors, and stakeholders
- Demonstrated experience managing relationships with external partners
- Ability to communicate the written and spoken work with tact, diplomacy, and/or authority when necessary
- Thorough understanding of the Maricopa County region
- Strong Microsoft Office skills
- Proficiency in database management
- Proven ability to work independently with sound decision-making skills
- Sound organizational and prioritization skills and the ability to manage multiple deadlines

ADA SPECIFICATIONS:

This position is largely sedentary in nature; however, one must possess the ability to speak, see, hear, and write as well as the ability to use a computer and any related software programs, and lift up to 20 lbs. Local and/or national travel may be periodically required.

The above statements are intended to describe the general nature and level of work performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.