



## Development Associate

### Overview

- Are you passionate about making the Lehigh Valley a great place for all to live and work?
- Are you interested in a career in sales, business development, and/or fundraising?
- Are you action-oriented and excited to support LINC's growth?

LINC envisions communities and workplaces where everyone feels welcome, gets rooted, and thrives. We support more than 400 households moving to the greater Lehigh Valley each year, and we are a vital resource in our community. As LINC grows, we are seeking a resourceful, detail-oriented, and energetic Development Associate to join our team and help our President attract dollars to support and sustain our mission.

The primary role of the Development Associate is to partner with LINC's President and team with business development, sales, and fundraising activities. Knowledge of major employers in the Lehigh Valley and comfort with desk research and cold-calling contacts is a plus.

Working with the team and independently, the Development Associate will prepare and manage funding proposals and communications to individual, foundation, corporate, and government customers, donors, and sponsors, and perform a variety of administrative tasks.

This role reports directly to the President of LINC.

### Job Duties

This full-time position is expected to work at least 3 days from LINC's office in Bethlehem, PA. Candidates will be required to travel locally and work some nights and weekend events.

#### Responsibilities:

- Maintain an actionable database (Salesforce) of information for existing accounts and prospects, including documentation of all business development meetings
- Use Excel to manipulate and produce reports for business development meetings (e.g., prospect pipeline, revenue to date, donor pledges/commitments)
- Schedule, send materials, and take notes at Marketing Committee meetings
- Compile and compose key materials for business development meetings in partnership with LINC's President
- Draft written/email communication to employer partners, donors, and prospects
- Compile and draft quarterly reports for LINC's employer and community partners
- Answer questions (email, phone) promptly from prospects and existing customers/sponsors/donors, as requested
- Assist in partner appreciation activities, providing information and materials
- Prepare donor/sponsor proposals and agreements, as requested
- Ensure sponsor/donor benefits and recognition are fully implemented

- Provide administrative support for community and partner events (3-4 per month)
- Attend LINC community events
- Assist in identifying new funding opportunities, including grant research and assistance submitting grant applications and progress reports
- Complete special project tasks, as assigned

### **Qualifications**

- Post-secondary degree, or equivalent work experience
- Excellent listening, oral, and written communication skills
- Entrepreneurial spirit and can-do mindset
- Strong attention to detail
- Strong time management and ability to prioritize effectively among multiple tasks
- Ability to work independently to complete tasks
- High degree of integrity and confidentiality
- Familiarity with the Microsoft Office Suite, with an emphasis on Excel
- Proven dedication to diversity, equity, and inclusion principles and practices
- Ability to work in and support an inclusive, team-oriented work environment
- Must have a valid driver's license and car and be willing to travel within the Lehigh Valley and surrounding counties

### **Preferred Qualifications**

- Bilingual (English/Spanish) is a plus, but not required
- Experience using CRM technology (e.g., Salesforce, Zoho, Blackbaud) to enter data and produce reports, preferred

### **Physical Requirements**

- Ability to work on a computer for an extended time.
- Ability to lift 30 pounds and be on one's feet for extended periods.

### **Compensation**

From \$50,000 annually.

Medical stipend available. Retirement plan with employer match available after 1 year.

### **Equal Employment Opportunity**

LINC is committed to cultivating an inclusive workplace and is proud to be an equal opportunity employer dedicated to diversity because it makes our organization stronger. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, national origin, protected veteran status, sexual orientation, gender identity, genetic information, disability status, or any other protected characteristic.

If interested, submit a cover letter and resume to [info@linc-lv.com](mailto:info@linc-lv.com). No phone calls please.