



Position: Development Associate
Organization: SBP – New Orleans
Reports to: Chief Development Officer

About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Development Associate is an essential member of SBP's Development Team. They will be responsible for all administrative and donor-related data management duties and will support and work alongside a team of talented development professionals as well as the CEO and other senior leaders. The ideal candidate will be a self-starter, detail-oriented, have outstanding communication, interpersonal and organizational skills, and be comfortable working in a role that requires flexibility, curiosity, and problem-solving.

Responsibilities

- Serve as primary owner of all donations – enter donations in the database, send acknowledgement letters, maintain and update Salesforce records and revenue reports, clean data, manage monthly donations, liaise with the finance department to ensure accurate record-keeping and financial record-keeping of gifts.
- Support senior development team staff and CEO with donor management, acknowledgement, and outreach activities.
- Support development team and CEO fundraising-related travel arrangements and meeting preparation including preparing briefing documents, donor folders, and scheduling.
- Respond to external requests for partnership opportunities, presenting opportunities to the team for consideration.
- Research current and prospective donors.
- Assist the development team with administrative tasks including mailing materials, updating

- and creating donor packets, and ordering development supplies.
- Provide event support for 1 to 2 annual events.
- Partner with the executive assistant to ensure streamlined consideration of CEO's fundraising meetings and activities.

Qualifications

- Bachelor's degree or equivalent combination of education and experience
- Superior organizational skills and detail oriented
- Exceptional written, verbal, and interpersonal communication skills
- Must be self-directed and work to achieve objectives with minimal oversight
- Must be flexible, reliable and resourceful
- Is able to assess areas for operational improvement and create efficiencies
- Knowledge of or facility with databases or ability to rapidly learn, with preference for Salesforce experience

Primary Relationships

This position reports to the Chief Development Officer, and serves as part of the development team. The position has primary relationships with the senior management staff, program staff and AmeriCorps team members. Outside the organization, the position coordinates with community and corporate partners, Board Members and donors.

[Click here to apply](#)

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.