



Broadview, Inc.
4570 Griffin Avenue, Los Angeles, CA 90031-1422

Job Description

Title: Development Associate
Classification: Full-time (40 hours/week); Non-exempt
Department: Administration
Reports To: Executive Director
Salary Range: Commensurate with experience

Summary of Role:

The Development Associate works closely with the Executive Director on fundraising efforts, event planning, communicating, and corresponding with the Christian Science field about Broadview's healing mission.

Primary Responsibilities:

- Support Broadview's healing mission of Christian Science nursing in all communications and efforts
- Receive and process donations in conjunction with the Accounting department
- Manage Broadview's donor database, donor acknowledgements, and grant processes
- Create and publish marketing materials, fundraising appeals and proposals, and newsletters
- Plan and execute events such as workshops and Annual Meeting
- Welcome visitors to Broadview

Qualifications:

- Dedicated to the practice of Christian Science and Mother Church Member
- Christian Science Class Instruction preferred
- Bachelor's degree preferred
- Comfortable working with technology and programs such as Adobe InDesign and Microsoft Excel
- Experience in customer or donor relations and proven ability to take initiative
- Confidence and discernment in communications about Christian Science

Skills:

- Strong written and verbal communication skills
- High competency with technology (computers, smart phones, Microsoft Office, etc.); able to learn new programs and applications quickly
- Familiarity with social media
- Creativity to publish stories about Broadview for various outlets
- Quick learner and efficient worker
- Ability to interface positively with Broadview supporters both in person and on the phone
- Highly organized; good at multi-tasking and attention to detail
- Ability to respond quickly to multiple requests

This job description does not list all the duties of the job and is not a contract of employment. Broadview, Inc. has the right to revise this job description at any time.

Development Associate 2019