

New England Life Flight, Inc.  
Personnel Policies

**I. POSITION Development Associate**

**II. PRIMARY PURPOSE**

Under the direction of the Chief Development Officer (CDO), provides leadership and direct oversight for some key development initiatives including selected donor solicitation and cultivation activity, development communications and stewardship, database management in support of the CDO and key fundraising volunteers.

**III. ESSENTIAL DUTIES**

- A. Manage a portfolio of prospects and guide them through the cultivation and stewardship process.
- B. Create, edit and distribute development communication materials including event invitations and collaterals, email newsletter and announcements and other print materials and posters.
- C. Plan and implement development fundraising, informational and cultivation events.
- D. Write, prepare and send all donor acknowledgements in a timely fashion.
- E. Maintain and update fundraising database with selected donor and prospect information.
- F. Consistently monitor the accuracy and integrity of fundraising database.
- G. Assist in preparation of financial, constituent and analytical reports in a timely fashion.
- H. Utilize public information sources and prospect research tools to research various prospects as needed.
- I. Assist in managing and preparing mailing lists.
- J. Maintain positive communication (written and spoken) effectively while interfacing with fellow employees, donors, patients and other contacts.
- K. Possess professional behavior and appearance at all times in representing the company outwardly.
- L. Attend and assist all Boston MedFlight sponsored events as required.

**IV. POTENTIAL DUTIES**

- A. Occasional nights or evenings will be required.
- B. Completing special projects as assigned by CDO.
- C. Grant writing.
- D. General errands and attending off-site meetings requiring use of personal vehicle.

**V. MINIMUM QUALIFICATIONS**

- A. 3+ years of previous development experience required.
- B. Exceptional writing skills.
- C. Must be able to read, write, speak and comprehend the English language without restrictions.
- D. Demonstrated communication, interpersonal and organizational skills and keen attention to detail.
- E. Flexible, adaptable, reliable and able to prioritize in a constantly changing environment.
- F. Able to maintain strict level of confidentiality as well as demonstrated sensitivity, discretion, good judgment, diplomacy and maturity.
- G. Proficiency in Microsoft Office a must including Outlook, Word, Excel, PowerPoint and email marketing programs.

**VI. NOTES**

- A. FBI and CORI criminal backgrounds check will be performed prior to employment.