



3600 South Seeley Avenue, Chicago, IL 60609

www.amatehouse.org

PART-TIME PROFESSIONAL OPPORTUNITY: DEVELOPMENT ASSOCIATE

BASIC FUNCTION

The development associate is responsible for assisting the executive director and the board of directors in the development and communications needs of Amate House. Specifically, the development associate will assist the executive director in executing fundraising, communications, and public relations activities.

DUTIES AND RESPONSIBILITIES

Fundraising

- Coordinates the dissemination of fundraising initiatives, including but not limited to appeal letters, newsletters, grant proposals, and annual reports.
- Assists the executive director in managing the annual fundraising calendar.

Public Relations, Marketing, and Advertising

- Generates and manages mailing lists for all communications (written and electronic) related to direct mailings and organization-wide events.
- Oversees Amate House website and social media handles (Facebook, Twitter, Instagram, blog) with support from program staff.
- Assists in the coordination of special fundraising events, including but not limited to Amate Magic, Ales for Amate, and Giving Tuesday and collaborates directly with the executive director, board members and associate board members to ensure the success of these events.
- Assists and supports Amate House in becoming an anti-racist organization.

Board of Directors

- Works with the staff and the board of directors to accomplish all goals established in the strategic plan.
- Provides a written development report for quarterly board meetings.
- Provides support to the board development committee.

Development Office Infrastructure

- Maintains office system to support all development projects and operations including managing Amate House's website and CRM database, Bloomerang.
- Ensures timely and accurate entry and updating of all donations and information contained in the database.
- Creates and generates queries and reports through the database that support all Amate House operations.

Amate House Associate Board & Alumni Relations

- Manages and maintains the alumni contact information in the database.
- Manages e-newsletters and updates alumni webpage with Amate House events, job opportunities, professional development opportunities, etc.

QUALIFICATIONS

- Bachelor's degree is required; post-graduate service experience is a plus.
- Fundraising or communications experience is a plus.
- Strong organizational and time management skills.

- Excellent written and verbal communication skills, and ability to present to diverse audiences
- Ability to develop and maintain effective working relationships with board of directors, donors, and staff.
- Computer proficiency and capacity to adapt to modern technology is necessary. Proficiency in CRM databases preferred.

SALARY AND BENEFITS

This is a part-time entry level fundraising position averaging about 15 hours per week. The Development Associate position is an excellent opportunity for a student pursuing graduate study or someone wanting to acquire development experience. The schedule is flexible with periodic evening and weekend hours. This is a hybrid role requiring some work at our McKinley Park office. Candidates of color and those of all religious and other backgrounds are encouraged to apply. Salary is commensurate with experience and is available upon request.

ABOUT AMATE HOUSE

Amate House is a year-long social justice leadership development program for college-educated adults between the ages of 21-29. Our program model includes full time service, faith formation, professional and leadership development, and community living. Based on their professional interests, Amate House matches young adult leaders with full time volunteer positions in non-profit organizations, schools, and ministries in Chicago's most under-resourced communities. These young people live together in an Amate House residence and receive faith formation based on Catholic Social Teaching and intensive leadership development programming.

Amate House's mission is to develop young adult leaders into life-long social justice advocates who serve their communities while deepening their faith. We aspire to build a more just and loving society through leadership development for the Church and the world.

In 1984, Amate House was established as a volunteer program for young adults by three seminarians from the Archdiocese of Chicago, along with other lay and religious men and women, with the objective of transformation through service. The founders chose the name "Amate," the Latin imperative to love, because they envisioned a program in which young adults would put love into action and answer the call to holiness by providing support and service to fulfill the needs of the city and the Archdiocese of Chicago.

DIVERSITY, EQUITY, AND INCLUSION

Amate House respects and upholds the dignity of all persons regardless of the identities they hold. We believe that creating a just and diverse environment is more than an ideal: It is the core of who we are as an organization. We welcome people of every race, religion, culture, gender identity, sexual orientation, economic status, and family composition. We celebrate all persons regardless of where they may be on their spiritual journey. We value persons of all faith traditions, those with no faith tradition, as well as those who are questioning and exploring. We work to be a community that follows Catholic Social Teaching which upholds the life, dignity, and equality of all human beings.

Amate House is working to become an anti-racist organization. We recognize the wounds endured by marginalized people in society, including people of color, women, and LGBTQIA people. We believe these communities must be centered in the work we do; therefore, we strongly encourage applications from people with these identities.

For more information or to apply, please send a cover letter and resume to Jeannie Balanda at jbalanda@amatehouse.org.