



**Job Description: Development Associate**

**Reports to: Executive Director**

**Love In the Name of Christ (INC) of Littleton** has served this community since 2008. We are an affiliate of Love INC National which has 110+ locations in 30 states. Love INC's mission is: *To mobilize local churches to transform lives and communities in the Name of Christ.* We do this through engaging churches and Christians to serve our community.

**Job Overview:**

The Development Associate is a newly created position that will enhance the strategic work done by the Resource Development Committee, the Executive Director, and the Board. This person will help provide continuity in resource development, as the current Executive Director will retire at the end of 2025. The responsibilities of this position should be shared with volunteers whenever possible.

**Strategic Initiatives this position supports:**

1. Enhancing our financial sustainability through relationship development and strategic efforts
2. Communicating our mission, vision, and story clearly to donors
3. Being a part of a healthy team with efficient processes and technologies

**Desired outcomes from this role:**

1. Love INC has strong relationships with existing donors and attracts new donors
2. Donors understand and celebrate their connection with Love INC ministries
3. Love INC's systems of tracking donor engagement run smoothly and produce meaningful data

**Processes and tasks that will support these outcomes:**

1. Support the Executive Director and the Resource Development Committee (RDC) by providing needed administration and organization to achieve strategic goals
2. Develop (within a team) and execute processes that will support new donor acquisition, existing donor enhancement and engagement
3. Provide direct donor interaction within the guidance of the Executive Director
4. Work with other staff and volunteers to provide data and narrative for grants
5. Oversee two or three annual in-house appeal mailings of 600-800 each, with collaboration and teamwork from other staff members and volunteers
6. Track donor data in Salesforce (Love INC's CRM system) and work with staff/volunteers, to improve data reporting, analysis, and application
7. Support Love INC's major annual events including
  - a. Hands-on help at The Church Partner Lunch in February
  - b. Organizing help for The Vision Breakfast in April
  - c. Organizing help for The Autumn Jubilee in October
8. Other duties as assigned, with a focus on seeking continuous improvement

**The ideal candidate and qualifications:**

- A personal relationship with Jesus Christ and belief in the mission of Love INC
- 2-5 Years experience in fundraising
- Bachelor's degree in related field
- Team player who can work independently and cooperatively with a variety of people
- Manages various tasks, interactions, and occasional interruptions throughout the day

- Great communication skills, both written and verbal
- Proficient in Microsoft Office Suite and Salesforce or other CRM
- Exercise self-care and soul-care to best lead and serve
- Pass a background check, sign a statement of confidentiality, sign a conflict-of-interest statement

**Details about Employment, Salary, and Benefits:**

This is an hourly position of 20-25 hours/week, at \$23-25/hour DOE.

Office hours will be expected at 5745 S. Bannock St, Littleton 80120, Mon-Thurs, with some flexibility in schedule. Rare evening or weekend events will require extra hours. Benefits include 3 weeks of annual vacation, paid holidays, paid sick leave, and IRA contribution match up to 3%.

To apply, submit resume and cover letter to Kathryn Roy, [kathryn@loveinlittleton.org](mailto:kathryn@loveinlittleton.org) .  
This position will remain open until it is filled.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only	
Job code	20-25 hours a week
Position title	Development Associate
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	June 23, 2025