



## DEVELOPMENT ASSOCIATE, DONOR EXPERIENCE

Share Our Spare ensures every Chicago area child, ages 0-5, has the essential items they need to support their health and development to equip them for a strong start. SOS activates community impact through empowerment, innovative solutions, and a network of partners so that children can thrive and families can shift from crisis management to caregiving with dignity. As a result, we help lay the foundation for a resilient and equitable community.

The Development Associate is ideal for someone eager to build experience in nonprofit customer service, communications, fundraising, and community engagement. This team member will support a variety of initiatives that help Share Our Spare raise awareness, mobilize resources, and strengthen connections with donors, and stakeholders.

The Development Associate reports to the Director of Development and works closely with both the Development and Community Engagement teams. This role offers a great opportunity to grow professionally while making a real impact for children and families across Chicago. You will serve as the welcoming face of Share Our Spare—greeting guests and donors, and guiding them on meaningful ways to stay engaged, whether through volunteering, in-kind donation activities, future fundraising touchpoints, and other opportunities. We're looking for someone who is proactive, organized, collaborative, and passionate about our mission. Spanish proficiency is required.

### Key Responsibilities

#### Community Engagement

- Represent Share Our Spare at community events and outreach opportunities
- Help coordinate collection and kitting drive events by communicating with hosts, supporting logistics, and tracking materials
- Assist with program outreach and registration for the Dolly Parton Imagination Library
- Support execution of annual drive campaigns such as National Diaper Need Awareness Week, Winter in July, National Reading Month, and more
- Help maintain relationships with community stakeholders and identify new outreach opportunities

#### Administrative & Data Support

- Greeting and Welcoming: Providing a positive first impression and information to visitors and customers.
- Communication Management: Answering phones, taking messages, and forwarding calls.

- Administrative Support: Handling general inquiries to info@shareourspare.org inbox, and other clerical duties.
- Assist in collecting and organizing engagement and campaign data
- Support the development team with basic reporting, data entry, and internal documentation
- Help gather stories, photos, and impact quotes from partners and families for use in marketing materials

### Fundraising & Donor Support

- Support donor recognition and stewardship by helping prepare thank-you notes, emails, and small mailings
- Assist with fundraising event logistics and preparation
- Help track and maintain donor data in our CRM system
- Support in-kind donation campaigns by communicating with retail, corporate, individual and community entities.

### Marketing & Communications

- Assist with managing Share Our Spare's social media platforms by drafting posts, sourcing images, and creating the editorial calendar scheduling content
- Support email newsletter creation and website updates
- Help ensure brand consistency across digital and print communications
- Participate in the creation of flyers, event collateral, and outreach materials using tools like Canva

### Additional Responsibilities

- Participate and provide support for mission-focused tasks and other activities
- Other ad hoc tasks and projects that will allow for learning and contribution to the overall organization

### Qualifications

- Bachelor's degree or equivalent experience in communications, marketing, development, nonprofit management, or a related field
- Strong written and verbal communication skills
- Comfortable with public speaking and community-facing interactions
- Proficiency in Microsoft Office and a willingness to learn tools like Canva, Mailchimp, and social media platforms
- Detail-oriented, dependable, and eager to learn
- Able to manage multiple tasks and work both independently and as part of a team
- Strong problem-solving and relationship building skills
- Proficient with Google programs and Microsoft Office (e.g. Email, Drive, Docs, Sheets, Word, and Excel)
- Ability to work in or outside a warehouse space, or on a loading dock where temperatures can vary.

- Comfort traveling to and working offsite in the community
- Access to reliable transportation
- Spanish proficiency required

## Position

This is a full-time, in-person position based onsite or in the field five days a week. The role requires flexibility to work outside of standard business hours, including semi-regular evenings and weekends to support community events. The salary for this position is \$45,000.

## Benefits

Benefits include health insurance, vision, IRA with employer match, 2 weeks of paid time off each calendar year, 2 floating holidays, skill-building, great growth potential, and the opportunity to be part of an entrepreneurial, mission-based organization making an impact in Chicago.

## How to Apply

To apply, please submit a cover letter & resume Attn: Ramon Davis to [hr@shareourspare.org](mailto:hr@shareourspare.org).

*Share Our Spare is an equal employment opportunity employer and does not discriminate on the basis of race, religion, pregnancy, gender, sexual orientation, national origin, age, or any other characteristic protected by applicable law. Applicants and employees who require a reasonable accommodation due to disability, pregnancy, childbirth, or related or common medical conditions should contact Share our Spare's Executive Director. As provided by applicable law, reasonable accommodations will be provided to qualified applicants and employees, unless an undue hardship would result.*