



DEVELOPMENT ASSOCIATE

Do you believe everyone should have good health care?

Do you enjoy seeing projects through to their completion?

Are you organized, thorough, and interested in fractional work?

Development Associate at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a part-time (15-20 hours/week) Development Associate. Under the supervision of the Funder and Donor Relations Manager, the Development Associate maintains donor data, gift processing, reporting, stewardship activities, and financial reconciliation processes that support CommunityHealth's fundraising success. The position works closely with Development, Finance, and organizational leadership to ensure accurate donor records, meaningful donor engagement, and data-driven fundraising strategies. This position requires a high level of attention to detail, critical thinking, initiative, and professionalism.

Responsibilities

1. Development Operations / Finance Partnership

- Partner with the Finance Department to reconcile gift revenue, pledge payments, event revenue, and donor records on a monthly basis.
- Investigate and resolve discrepancies between the Little Green Light (LGL) database and accounting records.
- Support month-end and year-end fundraising revenue reporting and audit preparation.
- Ensure gift documentation and supporting records are maintained in accordance with organizational policies and donor intent.

2. Fundraising Analytics & Dashboard Management

- Develop, maintain, and improve fundraising dashboards and reporting tools within LGL to support donor engagement, campaign performance, and fundraising goal tracking.
- Produce monthly or quarterly development reports for staff leadership, board committees, and funders.
- Analyze donor giving trends, retention rates, campaign performance, and pipeline activity to inform fundraising strategies.
- Serve as an internal resource on LGL reporting functionality and data best practices.

3. Donor Stewardship & Moves Management

- Coordinate donor stewardship activities, including acknowledgement letters, personalized outreach, impact communications, and recognition efforts.
- Track stewardship touchpoints and donor engagement activities in LGL.
- Assist with donor cultivation and stewardship plans for major donors, foundation funders, and monthly giving program participants.
- Prepare donor profiles, briefing materials, and gift histories for meetings and solicitations.
- Support implementation of annual stewardship and donor retention strategies.

4. Data Quality & CRM Ownership

- Serve as the primary administrator for LGL, ensuring data integrity, consistency, and adherence to data entry standards.
- Conduct routine database audits, duplicate record reviews, and data cleanup projects.
- Create and maintain processes and documentation related to donor data management and gift processing.

5. Board & Committee Support

- Prepare notes and minutes for the Development Committee and other committee meetings, as needed.

Qualifications

- Self-motivated, with a high level of attention to detail and ability to follow-through on tasks
- Microsoft Office and Microsoft Excel experience required
- Database experience preferred
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter or email to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$20-\$22/hour.

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: awoo@communityhealth.org
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CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious

creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

NOTE: All employees are required to be fully vaccinated against COVID-19 and flu when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago.

[Visit our website to learn more!](#)