



Company Overview:

For over 35 years, Youth Villages has transformed the lives of children and families nationwide through innovative, research-based programs focused on preserving and restoring families. As a national leader in children's mental and behavioral health, we serve more than 47,000 youth, young people, and their families annually across 29 states and Washington, D.C. Our proven treatment models drive long-term success in child welfare, juvenile justice, and mental health systems. At Youth Villages, we do what works — partnering with others to expand our impact and advocate for meaningful, lasting change.

We're seeking purpose-driven individuals who are passionate about making a difference. With a dedicated team of more than 5,000 staff, Youth Villages is committed to investing in and supporting our employees by offering opportunities to build a fulfilling career through professional growth, personal development, and a mission that matters— helping children and families live successfully.

For more information, please visit www.youthvillages.org

This is a part-time, in-person, temporary position working approximately 28 hours per week. Employment is projected to run through January 15, 2027 and will be re-evaluated for permanency.

Position Overview:

The Development Associate supports our fundraising and volunteer initiatives. This role focuses on helping prepare for and execute events and assisting with projects that drive fundraising efforts.

Essential Duties and Responsibilities:

The Development Associate:

- **Hands-On Event & Project Support**
 - Assists in preparing for major initiatives by managing donor lists, securing vendors, organizing supplies, setting up spaces, and coordinating logistics
 - Attends events and provides on-site support, including setup, registration, volunteer coordination, and breakdown
 - Supports in-person projects and initiatives as assigned
- **Administrative & Donor Relations Support**
 - Assists with administrative tasks like preparing meeting materials, note taking, and managing follow-up tasks for team members
 - Supports the Development team by managing and maintaining Salesforce data, ensuring accuracy and efficiency in donor records and reporting
 - Provides general administrative support and performs additional tasks as needed

Additional Information:

As a member of the Development Department, the Development Associate must be flexible with additional job duties.

- Non-traditional schedule may be required, including weeknight, weekend, and overnight events
- Helps with event setup, including lifting boxes, moving supplies, etc.
- Collaborates with others in a fast-paced environment

Salary:

\$23 per hour

Qualifications:

- Bachelor's degree (preferred)
- High school diploma and relevant experience (required)
- Proficiency in Salesforce (preferred)
- Customer service experience (plus)
- Strong organizational skills and attention to detail
- Excellent written, verbal, and oral skills
- Ability to manage multiple priorities simultaneously
- Proficiency with Microsoft Office products

To apply for this position, please use the link below:

<https://tinyurl.com/JR2905>