

Development Associate – Non-profit agency seeks energetic, highly organized, and detail-oriented administrative professional with the ability to work in a multi-task environment. Ideal candidate must possess excellent verbal and written communication skills. Candidate will work directly with the Executive Director to assist in all aspects of fundraising and public relations activities. Administrative, grant writing, and data base management experience required. Special event planning preferred. Position requires BA degree in English, Journalism, Marketing, Communications or related field.