



BUSINESS & DEVELOPMENT ASSOCIATE

About us: The Columbia Pike Revitalization Organization (CPRO) seeks a Development Associate who combines strong project management skills with a pioneering spirit to contribute to the work of a small, mighty, creative, and collaborative team. Our organization's mission is to foster a vibrant, safe, connected, and diverse Columbia Pike community through our partnerships, business and resident support and advocacy, placemaking, programming, and events. CPRO and Columbia Pike have a story to tell and additional stakeholders, supporters, sponsors, and investors to engage.

About the role: As the Development Associate, you will be the go to person for all businesses on the Pike, maintaining relationships and connecting them to resources. You will also have the opportunity to assist in strengthening how we track, communicate and manage relationships with current sponsors/donors and increasing donations via programs, special events, website, publications, etc.

What you will do:

- Work with partners and board members to develop and execute a business engagement plan.
- Reach out to businesses on a regular basis. Monitor, track, and record their updates, needs, etc. using Customer Relationship Manager (CRM) tracking tools
- Network and build relationships with current and future partners
- Research current and or future resources for CPRO and the businesses on the Pike
- Advocate for the small business and immigrant communities within the organization and the county
- Work with partners, finance committee, and team to help develop CPRO's development and fundraising strategy and plan
- Assist in Identifying, cultivating, and securing major gifts from individuals, corporations, and foundations
- Assist in strengthening relationships with current sponsors/donors, Board Members, and key stakeholders
- Manage applicable databases in collaboration with other staff
- Ensure timely and accurate reporting
- Work with program director and board committees to oversee the planning and execution of special events related to sponsor/donor development
- Develop print and digital marketing collateral in collaboration with other staff

What you will bring:

- Associates or Bachelor's degree in a related field or 3+ years of relevant work experience in the same or similar role

- Strong desire to engage and be a resource and advocate for local businesses
- Proficiency in MS Office, Google G Suite, Wordpress and email platforms (MailChimp, Constant Contact, etc.)
- Experience with or interest in planning special events
- Experience with (or willingness to learn) CRM and other communication tools such as WhatsApp
- Excellent writing and communication skills with the ability to translate ideas into easy-to-understand language
- Comfort with public speaking and presenting to small and large groups
- Strong interpersonal and relationship building skills
- Demonstrated ability to engage and inspire
- Detail oriented with proven organization and follow through skills, capacity to work well under pressure and in a fast paced environment
- Genuine desire to innovate and be a creative problem solver
- Highly resourceful, flexible, strong work ethic with a passion for the mission and vision of CPRO

Bilingual and/or Multilingual (English/Spanish) and/or other languages and ability to translate (verbally/written) is highly desired. CPRO pays a salary bonus for language proficiency in Spanish.

CPRO welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. CPRO supports a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis. Position will remain posted until filled. **No phone inquiries, please.**

Compensation: This is a part time non exempt hourly position working 25-30 hours per week. Rate of pay is negotiable based on experience.

To apply: Send your resume and a thoughtful cover letter to jobs@columbiapike.org with **DEVELOPMENT ASSOCIATE** in the subject line.