



Development Associate

We are seeking an organized, energetic individual who enjoys working on a wide variety of projects as part of a dynamic team. The Catholic Foundation of Northwest Pennsylvania is hiring a Development Associate. The position is full time, non-exempt. The Development Associate will provide administrative support to the operations of the Foundation and contribute to a variety of constituent relations activities including assistance with marketing and communication materials and plans, social media, and donor events. Learn the operations and value of a community foundation while having an impact on the future of the Catholic community. Join our spirited team.

Qualified candidates will ideally possess a bachelor's degree in communication, business, or related field. This is an entry level position that requires demonstrated administrative skills, competency in Microsoft Office products and good communication and interpersonal skills. The best candidate will have experience with digital photo technology and constituent relationship management databases.

To Apply:

Applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.cfnwpa.org/employment>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

1) Scan and email all materials to: info@cfnwpa.org. Application form must be scanned, completed, and signed.

OR

2) Mail to Catholic Foundation of Northwest PA, Development Associate Search, St. Mark Catholic Center, 429 East Grandview Blvd., Erie, PA 16504