

---

## E m p l o y m e n t   P o s t i n g

---

<b>Position Title:</b>	<b>Development Associate</b>
<b>Direct Supervisor:</b>	Development Director
<b>Status:</b>	Full-time, with benefits <a href="https://ozonehouse.org/careers/">https://ozonehouse.org/careers/</a>
<b>Location:</b>	1600 N Huron River Drive, Ypsilanti MI
<b>Pay:</b>	Starting at \$45,000

---

**Application Instructions:** Send Cover Letter with salary requirements and Resume to [joinus@ozonehouse.org](mailto:joinus@ozonehouse.org) with DEVELOPMENT ASSOCIATE in the subject line. No phone calls, please.

---

### **About Ozone House:**

---

Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families. This past year, Ozone House served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

*Ozone House is an Affirmative Action employer. We strongly encourage the following groups to apply: people of color, individuals who have experienced poverty or economic hardship, people who identify as LGBTQ and men.*

### **Position Overview**

---

The Development Associate ensures that all supporters and donors to Ozone House have an authentic and positive experience interacting with our organization. Our Development Associate assists the Development Director with implementing the agency's Fund Development Plan, including: donor cultivation and stewardship, fundraising events and appeals, data integrity and analysis, and our community engagement, involvement and relationship building efforts. This position also assists with researching and writing grant proposals in partnership with the Program Evaluation & Grants Manager, Development Director and other Ozone House representatives. Our Development Associate is a fierce advocate of Ozone House's mission and vision and understands the true impact of raising awareness and cultivating meaningful connections and experiences with our community.

### **Position Qualifications**

---

- Bachelor's degree in communications, business or related field preferred
- Three to seven years' experience in an administrative position with a consistent track record of exceeding goals and expectations
- Excellent organizational skills and ability to juggle multiple priorities simultaneously
- Demonstrates strong written and oral communication and a natural ability to engage with multiple stakeholders
- Demonstrated proficiency in Microsoft Office (Word, Excel, Power Point), social media, web navigation, and database management required and demonstrated proficiency with running mail merges
- Experience in Bloomerang, Raiser's Edge, or other development database preferable

**Employment Qualifications**

---

Ability and desire to work well independently and as part of a team. Demonstrate a high level of personal and professional integrity, trustworthiness, and exemplary service to staff, youth, and external partners alike. Possess a strong work ethic, ability to take initiative, and require minimal direction to “get the job done”. Emotionally mature with a sense of humor to maintain balance. Ability to thrive in an environment that promotes best practices, social justice, and creativity.

**Benefits:**

---

In addition to a career filled with purpose and opportunity, Ozone House offers a comprehensive benefits package that includes: Health and Dental insurance; Retirement savings plan; Life insurance and long-term disability; flexible spending account for dependent care expenses; and a generous time off plan.