

Development Associate

Development - Dresher, Pennsylvania

Harvest USA

Position Title: Development Associate

Location: Dresher, Pennsylvania

Position Overview

Harvest USA is seeking a passionate and mission-driven **Development Associate** to join our team. This role is central to building and nurturing relationships with donors, churches, and other ministry partners, ensuring that our mission continues to grow and thrive. The Development Associate will work closely with the Director of Ministry Partnerships and Stewardship to advance fundraising initiatives, strengthen donor engagement, and support impactful communications.

Why Join Harvest USA?

- Be part of a Christ-centered ministry making a tangible impact in lives and churches.
- Collaborate with a dedicated team committed to stewardship and gospel-driven development.
- Gain hands-on experience in donor relations, communications, and development planning.
- Enjoy a supportive environment with full-time benefits and opportunities for professional growth.

Key Responsibilities

Donor & Church Engagement

- Cultivate and steward relationships with new, current, and lapsed donors/churches.
- Conduct donor meetings and make direct asks when appropriate.

- Share ministry updates at churches, presbytery meetings, and other venues.
- Maintain donor prayer requests and follow up with personalized acknowledgments.
- Assist in developing donor cultivation plans using CRM software.

Development Communications

- Support creation and execution of appeal letters (print and digital).
- Collaborate on development resources, including magazine articles, website content, and video communications.
- Assist in planning and executing events such as the annual Thank-a-Thon.
- Represent Harvest USA at conferences, seminars, and church events.

Data & Metrics Management

- Capture and analyze development performance data.
- Maintain dashboards to track key fundraising metrics.

Additional Responsibilities

- Support staff with exhibit preparation.
- Perform other duties as assigned.

Qualifications

- Strong interpersonal and communication skills.
- Ability to build and maintain meaningful relationships.
- Experience with CRM systems and donor management preferred.
- Excellent organizational and project management abilities.
- Commitment to Harvest USA's doctrinal statements and mission.
- Membership in good standing at a local evangelical church.

Travel Requirements

Regular travel (25–35%) is required for donor visits, presentations, and development activities. Mileage and expenses are reimbursed per Board-approved levels.

Work Hours & Benefits

- Minimum 40-hour work week with flexibility required.
- Full-time benefits include vacation, sick leave, holidays, health/dental insurance, disability, life insurance, and retirement contributions after one year.

Salary

Salary is commensurate with experience and paid via direct deposit on the 15th and 30th of each month.

Join Us

If you are passionate about advancing gospel-centered ministry through development and stewardship, we invite you to apply and become part of the Harvest USA team.