



DEVELOPMENT ASSOCIATE, DONOR ENGAGEMENT

Job Title: Development Associate, Donor Engagement
Reports to: CEO and Executive Director
Status: Full-Time
Location: Claremont, CA
Salary Range: \$65,000–\$72,000 depending on experience + benefits

POSITION OVERVIEW

Shoes That Fit is seeking a mission-aligned, relationship-oriented Development Associate, **Donor Engagement** to help strengthen and grow our giving program. This is a **donor-facing role** focused on building and sustaining authentic relationships with mid-level and emerging major donors, supporting campaign execution, and helping drive strategic follow-up and stewardship across the organization. You'll work directly with the CEO, help shape the donor experience and support the execution of key campaigns during a critical period of national growth.

KEY RESPONSIBILITIES

Donor Engagement

- Cultivate and steward a portfolio of mid-level and prospective major donors
- Join donor calls and meetings, take notes, and ensure timely follow-up
- Prepare briefing materials, thank-you communications, and custom touchpoints
- Maintain donor records and engagement history in CRM (Salesforce or equivalent)

Campaign Support

- Support planning and execution of donor-facing campaigns with Development Manager and Chief of Staff
- Track outreach, follow-up, and relationship milestones
- Help coordinate calendars, materials, and internal team alignment

Internal Coordination

- Work closely with the CEO to support top donor relationships
- Partner with internal team to ensure timely acknowledgments and deliverables
- Help maintain visibility and tracking of key donor activities

Travel

- Travel for donor meetings or events
- Comfortable representing the organization professionally in person

WHO YOU ARE

- 3+ years of experience in fundraising, donor relations, or nonprofit development
- Bachelor's degree
- Comfortable in donor-facing conversations — able to build trust and follow through
- Strong communicator with attention to detail and emotional intelligence
- Self-directed, reliable, and able to manage multiple relationships and tasks at once
- Tech-savvy and organized (CRM, email, calendar, task tracking)
- Energized by equity-driven work and the mission of empowering youth
- Looking to grow into a senior development role over time
- Sense of humor and concern for children required!

COMPENSATION & BENEFITS

- **Salary Range:** \$65,000–\$72,000 depending on experience
- Full-time role with healthcare, retirement, and PTO
- Travel reimbursement and professional development support
- Opportunity for mentorship and long-term growth within STF

ABOUT SHOES THAT FIT

Shoes That Fit helps children across the U.S. attend school with dignity and confidence by providing new, properly fitted athletic shoes. With over 3 million pairs (and other items) delivered to date, STF is scaling nationally with a focus on deepening donor relationships and expanding our impact on youth equity and education.

HOW TO APPLY

Submit a cover letter indicating your interest in and qualifications for the position, along with your resume, through [Indeed.com](https://www.indeed.com) OR via email to Linda Matthews, Director of Administration, Shoes That Fit, at jobs@shoesthatfit.org.

Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.