



Educating, Encouraging, & Empowering Men & Women to Make Informed Life Choices



Pregnancy Resource Clinic Job Posting

Date : June 20, 2025
To : PRC Employees, Volunteers, Supporters
From : Jenny Summers, Executive Director
Work Location : Pregnancy Resource Clinic, 423 S. Pugh Street,
State College, PA
Position Title : **Development Associate**
Status : Non-Exempt, full-time, permanent position
DMB Class: : D5-1-N
Reporting Manager : Development Director
Position Open : Until Filled

Position Summary : The Development Associate is responsible for assisting the Development Director, in performing Stewardship and Fundraising duties directly related to the general operations of Pregnancy Resource Clinic. Major duties include, but is not limited to, assisting with stewardship opportunities, bookkeeping duties, maintaining fundraising efforts and events, assisting with the implementation of outreach strategies through print, digital, and online opportunities for clients and donors, and creating a strong community presence (on college campuses, in churches, and in the communities of both sites), while carrying out the operations of Pregnancy Resource Clinic.

Application Process : If interested in receiving an online link for the application, please email help@scprc.com or call **814-234-7341** with your inquiry. Please have available and ready to **upload** as part of your application (do not email or mail these documents):

- Cover Letter
- Resume
- Four Letters of Reference: One (1) personal, two (2) professional, and one (1) Pastoral
- Clearances: Child Abuse, Criminal, and FBI Clearance
- A handwritten one-page essay entitled "Why I am pro-life and why it matters."

Because you matter,

Pregnancy Resource Clinic

**Pregnancy
Resource Clinic**

423 S. Pugh Street, State College, PA 16801 • 53 W. Main Street, Lock Haven, PA 17745 • scprc.com • 814.234.7341



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Job Description

Job Title: Development Associate

FLSA Status: Non-Exempt
DMB Class: D5-1-N
Reports to: Development Director
Date: June 2025

Objective:

The Development Associate is responsible for assisting the Development Director in performing Stewardship and Fundraising duties directly related to the general operations of Pregnancy Resource Clinic. Major duties include, but is not limited to, assisting with stewardship opportunities, bookkeeping duties, maintaining fundraising efforts and events, assisting with the implementation of outreach strategies through print, digital, and online opportunities for clients and donors, and creating a strong community presence (on college campuses, in churches, and in the communities of both sites), while carrying out the operations of Pregnancy Resource Clinic.

Qualifications:

1. Agrees fully with Pregnancy Resource Clinic's Mission, Faith, and Principle Statements.
2. Maintains a consistent life-affirming philosophy and would never refer or advise anyone to have an abortion.
 - When a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child both can be saved.
3. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, as evidenced by letters of reference (BFOQ).
4. Demonstrates proficiency in Microsoft Office Suite, Google Apps.
5. Exhibits excellent organizational skills and typing ability.
6. Is self-motivated, dependable, and capable of following through on commitments.
7. Must possess strong communication skills.
8. Bachelor's Degree preferred (Business Administration, Human Services, or similar degree).



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9. Has at least one year of experience in fundraising/event planning, bookkeeping, preferred.

Responsibilities:

Development/Community Outreach/Bookkeeping Responsibilities

1. Assists in developing and implementing a detailed plan for various events—including banquets, 5Ks, coin drives, and open houses—along with a church relations strategy focused on fostering strong connections with donors and volunteers, subject to approval by the Executive Director.
2. Fundraising and outreach: assists with grant writing and follow-up, researches foundations and corporations for possible funding, assists and assesses current and/or new fundraising and outreach strategies.
3. Newsletters: Supports the development and expansion of donor relationships, fostering engagement with a growing and diverse donor base (designing and developing donor outreach through print/digital modes of communication).
4. Student Groups: coordinates events and fosters relationships between Penn State and Commonwealth University students and staff.
5. Engages the region through fairs, community events, and church outreach opportunities.
6. Completes bookkeeping tasks as assigned.
7. Assists with financial document retention and destruction efforts by policy.

Personnel Management & Supervision

1. Assist with onboarding other Development Associates and Development volunteers.
2. Assist in maintaining personnel files for volunteers.

Advocacy

1. Expected to complete Client Care Team training (and future training as assigned).
2. Seeks direction from the Site Director and Nurse Manager for the best client advocacy.
3. Serve clients as needed and/or directed.



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General Duties

1. Report monthly to the Development Director, and submit a monthly report.
2. Attend clinic events and in-services.
3. Develop and operate within an approved budget for all development needs, including design, marketing, digital footprint, events, and outreach.
4. Represent Pregnancy Resource Clinic in public forums, dressing appropriately for the occasion.
5. Create and uphold up-to-date standard operating procedures (SOPs) to ensure seamless transitions, allowing others to step in and take over efficiently when necessary.
6. Write articles for publications and appeals as requested.
7. Demonstrate initiative to expand and maintain up-to-date administrative and development-related knowledge and share this information with staff and volunteers.
8. Other duties as assigned: Be responsible for other assignments and undertake new initiatives as determined and expected by the Executive Director.

Supervises: Those assigned by the Development Director

Time Study: 45% Development, 45% Community Outreach (programming), 5% Supervisory Responsibilities, 5% Client Services, 1.0 FTE