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

Pregnancy Resource Clinic
Job Posting

Date : September 2026
To **:** PRC Donors, Employees, Volunteers, and those interested
From : Jenny Summers, Executive Director
Work Location : Pregnancy Resource Clinic, 423 S. Pugh St., State College, PA
Position Title : **Development Associate**
Status : Non-Exempt
DMB Class: : D5-1-N
Reporting To : Development Director
Position Open : Until Filled

Position Summary : The Development Associate supports the Development Director with stewardship and fundraising for Pregnancy Resource Clinic. Major duties include supporting stewardship, fundraising events, and outreach across print, digital, and online channels; and building a strong community presence across PRC sites, while carrying out the operations of Pregnancy Resource Clinic.

Application Process: If you would like an online application link, please email **help@scprc.com or call 814-234-7341** with your inquiry.

Please have available and ready to **upload as PDFs** as part of your online 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: PA Child Abuse History Clearance, PA State Police Criminal History (PATCH), FBI Criminal History Check
- Relevant training certificates
- A handwritten one-page essay titled "Why I am pro-life and why it matters."

Because you matter,

Executive Director

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Job Description

Job Title: Development Associate

FLSA Status: Non-Exempt
DMB Class: D5-1-N
Reports to: Development Director
Date: April 2026

Objective:
The Development Associate supports the Development Director with stewardship and fundraising for Pregnancy Resource Clinic. Major duties include supporting stewardship, fundraising events, and outreach across print, digital, and online channels; and building a strong community presence across PRC 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 can both 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 and 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 the ability to communicate confidently, have strong written and verbal skills, and enjoy interacting with people.
8. Bachelor's Degree preferred (Business Administration, Human Services, or similar degree).
9. Has at least one year of experience in fundraising and small/large event planning, preferred.
10. Requires working daily at our State College location, with reliable transportation, as travel is needed/required between both PRC sites (State College and Lock Haven)

Responsibilities:

<u>Development/Community Outreach/Bookkeeping Responsibilities</u>

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 to fulfill client advocacy duties in accordance with best practices.
3. Seeks out education to be well-informed and equipped to provide evidence-based care to clients.
4. Serve clients as needed and/or directed.

General Duties

1. Report monthly to the Development Director and submit a monthly report.
2. Attend clinic events and in-services, which include travel to speak, shadow staff, and learn at outside events and training
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 Development Director and/or Executive Director

Supervises: Those assigned by the Development Director

Time Study: *45% Devel, 45% Cmty Outreach, 5% Supv. Duties, 5*% Cli Svcs, *1.0 FTE*