

Department: Development
Reports to: Executive Director

Position Summary

The Development Assistant is responsible for administrative aspects of development and public relations activities.

Scope and Impact

The Development Assistant plays an important role by providing administrative support and participating in all fundraising activities including donor and public relations, direct mail appeals, and special events.

Principle Accountabilities

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing of appeal letters.
- Track donations in the database and keep a file for each donor.
- Send appropriate documentation to donors.
- Answer donor questions regarding programs.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details associated with monthly meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Other duties as assigned by the Director.

Possible performance measures:

- Number of donations processed and acknowledged within 24 to 48 hours.
- Success in maintaining accuracy of database records.
- Accuracy of fundraising reports.
- Success in coordinating the production of direct mail appeals.
- Success in maintaining donor hard copy files.

Preparation and Knowledge

- Proficiency in Microsoft Word, Excel and PowerPoint Database management
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills