



## **Job Description**

<b>POSITION:</b>	Development Assistant
<b>JOB FAMILY:</b>	Business Operations
<b>POSITION TYPE:</b>	Full-time, hourly, non-exempt
<b>PAY BAND:</b>	\$16 per hour plus extensive benefits package & paid training
<b>REPORTS TO:</b>	Director of Development

### **RESPONSIBILITIES/SUMMARY:**

The Development Assistant will manage all general administrative support for the Development Department. This position will maintain an accurate and updated donor database (DonorPerfect) with the ability to analyze data and create reports, generate mailing lists, and ensure efficient donor tracking and moves management. The Development Assistant will be responsible for entering all gifts, generating timely acknowledgement letters and receipts. The Development Assistant will be responsible for maintaining the grant calendar, tracking proposal deadlines and grant reports, as well as tracking gifts and pledges and regularly reconciling records with the Business Operations Manager. Other duties may include but are not limited to: serving as the administrative contact for the Boards of Directors/Trustees, Development and Campaign Committees; assisting with event planning and implementation; managing the memorial brick program; and providing grant writing and prospect research support. The Development Assistant reports to the Director of Development.

### **COMPETENCIES:**

1. Exceptional attention to detail
2. Outstanding written communication skills
3. Highly organized and able to work independently to meet deadlines
4. Excellent interpersonal skills
5. Able to anticipate and plan for future needs
6. Shows initiative
7. Flexible; willing to do what's needed to get the job done

### **ESSENTIAL FUNCTIONS:**

1. Process and enter all gifts to the organization and generate timely acknowledgment letters and receipts
2. Provide oversight of Google Drive and the DonorPerfect database including: accurate/consistent data entry, ability to analyze data and run reports, ensure regular database backup and clean-up, and regularly reconcile reports with the Business Operations Manager.
3. Assist in the implementation of annual fundraising appeals – develop mailing lists, identify segmented audiences, create performance reports, oversee the appeal timeline, etc.
4. Maintain master list of gifts/pledges and generate pledge reminders
5. Serve as the primary contact and administrative assistant for the Board of Directors, Board of Trustees, and other committees as assigned.
6. Maintain relationships with stakeholders
7. Identify and research potential donors – individuals, foundations, corporations, etc.
8. Maintain prospect tracking calendar and provide data for grant writing support and reporting
9. Regularly order plaques, nametags, and organizational promotional materials

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Completion of a High School Diploma or equivalent.
- Two to three years of associated work experience preferred.
- Knowledge and experience with Google Drive, DonorPerfect or other fundraising/donor database software
- Advanced knowledge of Microsoft Office Suite required
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions

### **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions to this job. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**COMMUNICATION/LANGUAGE SKILLS:**

Must have the ability to read, analyze, and interpret common legal documents; the ability to respond to common inquiries or complaints from clients, or members of the community; and the ability to effectively present information to top management, public groups, and/or board of directors.

**TRAVEL:**

This position may require some in town travel.

**APPROVAL SIGNATURES:**

_____	_____
Staff Member	Date
_____	_____
Supervisor	Date
_____	_____
Executive Director	Date

Interested applicants should send cover letter and resume to:  
Windi White, Director of Development  
[wwhite@healing-transitions.org](mailto:wwhite@healing-transitions.org)  
Questions: 919-838-9800