POSITION TITLE: Development Assistant (Part-Time 24 hrs/week)
REPORT TO: Development and Marketing Manager

Position Summary:
Responsible for gift entry and acknowledgement of gifts/pledges and reports and query generation. Responsibilities also include training and managing development volunteers in the use of the donor database. Assist with special events, direct mailings, and other tasks as assigned.

Duties and Responsibilities:

Data Assistance:
- Responsible for data management, data input, generation of thank you letters, generation of revenue reports, queries as needed, mailing lists, etc.
- Assist with all annual direct mail campaigns, generating mailing lists, organizing development volunteers, coordinating mail drops and tracking results.
- Assist in daily tasks and any other items that arise in a normal day in the development department.

Event Assistance:
- Assist in events, including but not limited to, the Gala, Taste of Summer, Appreciation dinners, donor breakfasts, 3rd party events and any other events as they arise. Tasks to include making phone calls, maintaining spreadsheets and data, scheduling meetings, assist with media production under the direction of the development manager as needed, taking notes/minutes and other tasks.
- Handle all administrative details associated with development team meetings, actions lists, minutes, etc.
- Responsible for upkeep of annual development calendar and distribution of notices.

Skills/Requirements:
- Must be computer literate, able to work with different programs interchangeably and have the ability to learn and adapt tasks to the tools available. Familiarity with databases like Microsoft Excel, Google Sheets or Zoho a plus, as well as word processing programs such as Word, Open Office and/or Google Docs.
- Experience with donor/customer management software programs a plus.
- Ability to work in a fast paced environment.
- Excellent organizational skills with keen attention to detail a must.
- Evenings and weekends possible.

Education:
Bachelor’s degree a plus. 2-3 year’s experience working in the non-profit sector a plus, and/or fundraising/development department.

Physical Requirements:
- Ability to walk, stand, bend, squat, climb, kneel and twist.
- Ability to lift and carry up to 50 lbs.
- Ability to push and pull up to 50 lbs.

Working Hours/Salary
This is an hourly part-time position. 24 hours per week, requires weeknights and Saturdays, holidays. Additional hours required as needed.

Salary Range: Negotiable