

Development Assistant

Reports to: Development Manager

Position Summary

The Development Assistant (DA) is responsible for administrative aspects of development activities. The DA serves as a first point of contact for the development team with constituents; manages incoming donations and acknowledgements; and undertakes special projects. The DA must be creative and enjoy working within a small, mission-driven organization. S/he must be able to consistently project an enthusiastic, positive approach that contributes to a collegial and closely knit organizational culture. The ideal individual will have the ability to work collaboratively, with strong written and verbal communication, administrative, and organizational skills. The DA will also have the ability to work independently on multiple projects, from conception to completion, be able to work under pressure at times and handle confidential matters with discretion.

Scope and Impact

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

Principle Duties

- Process donations and prepare acknowledgement letters and other correspondence.
- Respond to donor inquiries and requests for assistance.
- Assist with the processing of donations, checks, cash, online deposits and in-kind.
- Assist with the management of online fundraising outlets, including PayPal, Network for Good, Benevity and Catalogue for Philanthropy.
- Maintain foundation, corporation and individual donor files within database.
- Assist in the creation of monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Assist with preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing of back to school, holiday, and year-end appeal letters as well as other mailings that are deemed necessary.
- Assist with the planning and implementation of fundraising events, to include managing and supervising event volunteers. Gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details associated with Fundraising Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Assist with the implementation of online and interactive fundraising strategies.
- Assemble donor kits for events and meetings.

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- Assist with office administration when needed, including answering phones and helping with intern management.
- Other duties as assigned by the Development Manager.

Possible performance measures:

- Number of donations processed 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.
- Success in supervising volunteers in preparation for and during special events.

Qualifications

- Associate's or Bachelor's degree;
- 2-3 years of experience in development/fundraising or related nonprofit work preferred;
- Proficiency in Microsoft Word, Excel, Publisher, and PowerPoint. Database management experience – CIVI-CRM preferred
- Experience using social media tools to support fundraising and program planning;
- 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
- Ability to manage competing priorities and projects;
- Able to handle confidential information with discretion;
- Forward looking thinker, who actively seeks opportunities and proposes solutions;
- High level of commitment to the mission of Britepaths and to working in the resource constrained environment of a nonprofit organization;
- Occasional evening and weekend work required.