

Fulfillment Fund Job Description for Development Assistant

Job Title: Development Assistant
Incumbent:
Department: Development
Reports To: Director, Development Operations & Alumni Relations
FLSA Status: Full Time Non-Exempt
Prepared By: Veronica Lopez
Prepared Date: January 4, 2012

General Summary & Position Purpose:

The Development Assistant will assist with data entry and will provide general support to the Development Department including any fundraising initiatives or fundraising events.

Essential Duties & Responsibilities: (Other duties may be assigned at the discretion of the Supervisor.)

- Ensure that all data is entered in the Raiser's Edge database on a timely manner including all returned mail
- Enter daily gift batches in Raiser's Edge
- Prepare mailing lists for Development mailings
- Create revenue performance reports as needed
- Help maintain and enhance the Development database to ensure integrity of all donor records through regular updates and donor/prospect research
- Prepare donor correspondence with supervision of another development staff member
- Administer some aspects of the Sponsor Program by working closely with Mentor Program and College Counseling staff to identify students available for sponsorship or to prepare student updates for our current sponsors
- Maintain donor hard files by ensuring all documents are filed appropriately as stated in the donor file policy and procedure
- Create quarterly Alumni newsletter
- Assist with the restructuring of the Alumni group as needed
- Assist other Development staff members as needed

Supervisory Responsibilities:

None

Knowledge, Skills, Ability & Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills
- Organized, detailed, adaptable & personable
- Proficient in use of Outlook, Word, Excel, PowerPoint. Aptitude to learn software and database programs for instance Raiser's Edge. Knowledge of Raiser's Edge highly desirable
- Ability to understand and articulate the mission
- Ability to manage multiple projects and deadlines
- Results-oriented and a team player

Education and/or Experience:

- Bachelors degree completed
- One year of experience working in Development preferred
- Finance/Accounting familiarity preferred

Certificates, Licenses, Registrations: A current California Driver's License and current automobile insurance requested.

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 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 required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.