



Position Title: Development Assistant (Part-time)

Position Description:

Part-time position to assist the development department in data entry and administrative duties. Job duties include securing and accounting for memberships and all donations related to: general operating, capital campaigns, endowment program, annual campaigns and special events. Additional duties include managing the Society's membership programs, updating donor and membership information and compiling weekly and monthly reports. Work direction and priorities are given by the Director of Development & Marketing and Executive Director.

Position Responsibilities:

1. Process and deposit all membership and general donations in accordance with operating guidelines in regards to donor database, accounting and file management.
2. Facilitate membership renewals including initiating renewal process, communicating with donors regarding renewals and managing lapsed donors.
3. Generate gift thank-you correspondence from the Executive Director, Board Chairman or Committee Chairmen as appropriate.
4. Compile analytical reports on a weekly, monthly and quarterly basis.
5. Generate solicitations related to appeals, special events and in-kind contributions.
6. Maintain all files and records for contributions and donations including all related correspondence. Maintain major donor files for \$500+ contributors.
7. Maintain donor database with accurate, up-to date donor details and correspondence.
8. Organize and maintain all files and data on potential prospects and funding sources for the Society. Research on all current constituents and potential prospects.
9. Assist Director of Development & Marketing in working to coordinate general and capital campaigns and fundraising activities.
10. Perform other tasks as assigned by Director of Development & Marketing and Executive Director.

Qualifications:

1. Strong customer service skills and attention to detail and accuracy.
2. Experience working with a non-profit organization preferred.
3. Strong written and verbal communication skills and computer skills, including sound knowledge of Microsoft Office programs. Experience with mail merges, filters, and conditional formatting preferred.
4. Database knowledge and experience with SAGE/Abila fundraising software a plus.
5. Ability to work under pressure, remaining flexible, resourceful and efficient with a high level of professionalism and confidentiality.