

POSITION DESCRIPTION

Position: Development Assistant (Reno)
Program: Development and Fundraising
Reports to: Regional Development Officer

Status: Part-time/Non-exempt
Date Revised: 10/2020

POSITION SUMMARY:

The Development Assistant is responsible for providing quality services to the Regional Development Officer. Responsibilities include administrative support to the Regional Development officer as well as the Gift Administration Manager. This position interfaces with donors, volunteers and affiliate staff as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

The Development Assistant plays an important role by providing administrative support to the Regional Development Officer and participating in fundraising activities, which include donor activities, recognition events, program tours, direct mail appeals, and special events.

1. Continually update, input and correct database records.
2. Assist in all aspects of fundraising events and volunteer activity, including but not limited to maintaining guest lists, preparing registration materials, packet assembly, meeting presentations, donor calls, and other duties as assigned for fund-raising and volunteer events.
3. Assists in grant research, grant letters, grant preparation.
4. Handle all administrative details and assist in preparing materials (i.e. prepare and distribute notices, agendas, minutes, etc.) for the following:
 - a. Committee and Board meetings
5. Provide support to department team members for database input, special projects and events.
6. Follow-up with lapsed donors.
7. Create database reports or lists as needed.
8. With direction from the Regional Development Officer, oversee all in-kind gifts, tracking, acknowledgements, and reporting.
9. Other duties as assigned by Regional Development Officer or Gift Administration Manager

EDUCATION AND EXPERIENCE:

A minimum of two years' experience in an administrative or analyst role, preferably in a development office. This position requires the ability to communicate and comprehend oral and written instructions as well as the ability to prioritize work responsibilities and perform work to high standards. Required office skills include proficiency with computers, Microsoft word and excel, and heavy data entry experience. This position requires mathematical comprehension, record keeping, good written and verbal communication skills and the ability to provide a kind and welcoming environment to all visitors and a polite telephone demeanor. Must be able work scheduled evenings and/or weekends for special events. Must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities and mental health conditions. Valid Nevada driver license and ability to meet organizations insurance carrier guidelines required. Must be able to drive their personal vehicle for company purposes as needed.

SPECIFIC SKILLS REQUIRED:

Teamwork skills

Proficiency in Microsoft Word and Excel, including the creation of mail merges, spreadsheets, google docs and sheets. Knowledge of PowerPoint and ZOOM.

Database management experience with Raisers Edge preferred

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
Computer skills
Type a minimum of 40 wpm
Analytical and decision making ability
Cultural Competency *

*Cultural competence is defined as a set of values, behaviors, attitudes, and practices within a system, organization, program or among individuals, which enables them to work effectively, cross culturally. Further, it refers to the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of individuals and families receiving services, as well as staff who are providing such services. VOA strives to achieve cultural competence is a dynamic, ongoing, developmental process that requires a long-term commitment. Our focus on cultural competency includes but is not limited to race, ethnicity, sex, gender, sexual orientation, LBGQTQ, class, age, ability, religion, and language. Bilingual and translation services are available to client when deemed necessary.

PHYSICAL REQUIREMENTS:

Lift and move up to 50 pounds
Stand, walk, bend, stoop, and sit frequently
Climb stairs as needed

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the manager. This person must be able to function both independently and in a team environment working towards attainment of operational goals.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities to oversee volunteers as needs may require on projects.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with visitors, board members, donors, and all levels of staff. The Development Assistant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Minimal, however, errors in receipts and distribution for accounting can have major impact.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Development Assistant job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____