

POSITION DESCRIPTION

Position: Development Associate (Reno)
Program: Development and Community Relations Status: Non-exempt
Reports to: Regional Development Officer Date Prepared: 5/19

POSITION SUMMARY:

The Development Associate is responsible for assuring quality services to the Development Department through administrative and clerical support. Duties include preparing reports, engaging with potential donors, preparing and managing mailing lists, assisting with event planning and coordination, collaborating with outside agencies, assisting with volunteer events/programs and ensures timely acknowledgement of contributions. The position provides assistance to donors, visitors and staff as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards. The Development Associate will enhance efficiency of administrative functions, sustain organizational growth, help secure funding from corporations, foundations and individuals by maintaining positive relations with funders, and ensuring the integrity of the development process.

DUTIES AND RESPONSIBILITIES:

1. Assist with database data entry and acknowledgement letters as well as other correspondence as requested. Generate reports for the Development Officer and or Accounting department to designate donations or other requested information.
2. Assist with maintaining foundation, corporation and individual donor files.
3. Continually update and correct database records and inputs required information as directed by the Development Officer.
4. Prepare meeting agendas, take meeting notes and update minutes for Development Officer.
5. Maintain guest lists, gather and prepare registration materials for fundraising and donor events.
6. Assist the Development Officer with donor calls.
7. Create merge documents for name badges for donor events.
8. Assemble donor packets for meetings and tours.
9. Provide additional support to department team members during special projects/campaigns, including but not limited to Operation Backpack, external drives and holiday programs.
10. Prepare mailing lists as needed for email and regular mail donor communications.
11. Assists the Development Officer with providing program tours and/or assist with events. Including but not limited to a monthly birthday party for children at the Family Shelter.
12. Assists and/or attends outside community engagement events and represents Volunteers of America in a professional manner.
13. Notify Development Officer of any potential major gift or planned giving prospects.
14. Other duties needed to help drive the mission and vision of VOA, and abide by our organization's values.

EQUIVALENT EDUCATION AND EXPERIENCE:

Must have a strong background in fund development with 1-3 years minimum fundraising experience or experience working in the non-profit industry. The ideal Development Associate will have excellent networking abilities, and communications skills as well as the ability to manage multiple projects simultaneously. 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. Necessary office skills include event management experience, proficiency with computers, especially data entry using MS Excel and MS Word, including the ability to create merge documents. Must have strong written and verbal communications skills. Must have reliable automobile transportation, a valid Nevada Driver's License, auto insurance, and a clean DMV record. Must be able to drive their personal vehicle for company purposes as needed. Must be able work scheduled evenings and/or weekends for special events.

SPECIFIC SKILLS REQUIRED:

- Maintaining relations with donors and clients
- Creating presentations and flyers
- Supporting and improving fund-raising efforts
- Identifying and engaging with support agencies
- Computer literacy skills – including all the Microsoft Suits programs
- Database management experience
- Strong organizational skills
- Analytical and decision making ability
- Excellent networking abilities and communication skills
- Self-motivated
- Good interpersonal and teamwork skills
- Social media experience

PHYSICAL REQUIREMENTS:

Lift and move up to 40 pounds

Physically able to safely maneuver weight distribution for event set ups

Stand, walk, bend, stoop, and sit frequently

Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the designated lead. 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 any staff.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with outside contacts, board members, clients, and all levels of staff. The Development Associate 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, including the ability to understand the importance of keeping all relationships at a professional level at all times.

FINANCIAL RESPONSIBILITY:

Minimal, however, errors in monetary donations for accounting purposes can have major impact.

NUMBER OF EMPLOYEES:

No employees report to this person.

This Development Associate 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 _____