



POSITION DESCRIPTION

Position: Development Associate (Reno)
Program: Development and Community Relations Status: Non-exempt
Reports to: Development and Community Relations Officer Date Prepared: 7/25/16

POSITION SUMMARY:

The Development Associate is responsible for assuring quality services to the Development Department. Objectives for this position include administrative and clerical support to the Development Department. Team members supported also include those located in our Sacramento and Bay Area offices. Additionally, this 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.

OBJECTIVES/ACTIVITIES:

1. Assist with database data entry and acknowledgement letters and other correspondence as requested.
2. Generate reports for the Accounting department to designate donations.
3. Assist with maintaining foundation, corporation and individual donor files.
4. Continually update and audit database records.
5. Send invoices and process credit card transactions.
6. Maintain guest lists, gather and prepare registration materials for fundraising and donor events.
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.
10. Run mailing lists as needed for email and regular mail donor communications.
11. Occasionally assist the Development and Community Relations Officer with providing a program tour and/or assist at a monthly birthday party for children at the Family Shelter.
12. Notify Development and Community Relations Officer of any potential major gift or planned giving prospects.

EQUIVALENT EDUCATION AND EXPERIENCE:

Must have administrative experience with 1-3 years of fund development experience preferred. The Development Associate will have excellent 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, veterans, minorities, and persons with disabilities. Necessary office skills include proficiency with computers, especially data entry using MS Excel and MS Word, including the ability to create merge documents.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Oral and written communication skills
Computer skills
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 30 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.

FINANCIAL RESPONSIBILITY:

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

This 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: _____