



## **POSITION DESCRIPTION**

Position: Development Associate (Sacramento)

Program: Development and Community Relations      Status: Non-exempt  
Reports to: Sr. Development Officer      Date Prepared: 6/2016

## **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 and providing additional support to the Community Relations Manager and Marketing Communications Manager as needed. Team members supported also include those located in our Reno 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. Process donations (monetary and in-kind) in the database on a weekly basis and prepare acknowledgement letters and other correspondence in a timely manner
2. Create monthly welcome packets to new donors
3. Generate reports for the Accounting department to designate donations
4. Maintain foundation, corporation and individual donor files
5. Continually update and correct database records
6. Send invoices and process credit card transactions
7. Maintain guest lists, gather and prepare registration materials for fundraising and donor events
8. Handle all administrative details associated with weekly department meetings (i.e. minutes)
9. Assemble donor packets for meetings and tours
10. Provide additional support to department team members during special projects/campaigns
11. Run mailing lists as needed for email and regular mail donor communications
12. Notify Senior Development Officer of any potential major gift or planned giving prospects
13. Other duties assigned by the V.P./Chief Development & Communications Officer and Senior Development Officer.

## **EQUIVALENT EDUCATION AND EXPERIENCE:**

Must have a strong background in fund development with 1-3 years minimum fundraising experience. Bachelor's Degree in a related field is 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, young adults, minorities, and persons with disabilities. Necessary office skills include proficiency with computers, especially data entry using MS Excel and MS Word.

## **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 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 monetary donations for accounting purposes can have major impact.

**NUMBER OF EMPLOYEES**

One employee reports to this position.

**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.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_