

POSITION DESCRIPTION

Position: Development Associate (Sacramento)
Program: Development and Fundraising
Reports to: Gift Administration Manager

Status: Non-exempt
Date Revised: 9/2019

POSITION SUMMARY:

The Development Associate is responsible for providing quality services to the Development Department. Responsibilities include gift processing, administrative support, and providing support to the following individuals: Gift Administration Manager, Director of Development, Community Engagement Manager and the Vice President and Chief Development Officer. On occasion, this position will work with the team members in Reno as well. Additionally, 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 Associate plays an important role by providing administrative support to the Development Office and participating in fundraising activities, which include donor activities, recognition events, program tours, direct mail appeals, and special events.

1. Review and batch all donations (monetary, in kind, and other) in donor database.
2. Prepare acknowledgement letters and other donor correspondence as needed.
3. Send invoices, process credit card transactions for donors, and maintain individual donor files.
4. Continually update and correct database records.
5. Create database reports as needed.
6. Assist in maintaining guest lists, preparing registration materials and other duties as assigned for fund-raising events.
7. Assist in assembling volunteer packets and donor kits for events and meetings.
8. Handle all administrative details and assist in preparing materials (i.e. prepare and distribute notices, agendas, minutes, etc.) for the following:
 - a. Department, Committee, and Board meetings
9. Coordinate the Development department's anniversaries, birthdays, etc.
10. Provide support to department team members for database input, special projects and event.
11. Assist with Development credit card reconciliation and reimbursements as needed.
12. Other duties as assigned by Gift Administration Manager

EQUIVALENT EDUCATION AND EXPERIENCE:

A Bachelor's Degree is preferred; equivalent experience will be considered. A minimum of two years' experience in an administrative or analyst role, preferably in a development office. This position requires demonstrated ability to communicate and comprehend oral and written instructions. The position requires the ability to prioritize work responsibilities and the ability to perform work to high standards. Necessary office skills include proficiency with computers and heavy data entry experience preferred. The position requires demonstrated ability in record keeping, mathematical comprehension, good written and verbal communication skills, ability to provide a kind and welcoming environment to all visitors and a polite telephone demeanor. Valid California driver license and ability to meet organizations insurance carrier guidelines required.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Proficiency in Microsoft Word and Excel, including the creation of mail merges and spreadsheets
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, LBGTQ, class, age, ability, religion, and language. Bilingual and translation services are available to client when deemed necessary. All staff are trained annually on cultural competency.

PHYSICAL REQUIREMENTS:

Lift and move up to 50 pounds
Stand, walk, bend, stoop, and sit frequently

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 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 receipts and distribution for accounting can have major impact.

NUMBER OF EMPLOYEES:

No employees report to this position.

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 _____