



DEVELOPMENT ASSISTANT JOB DESCRIPTION

Job Title: DEVELOPMENT ASSISTANT
Department: Development
Reports To: Vice President of Development (VPD)
FLSA Status: Non-Exempt

MISSION

The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

SUMMARY:

The Development Assistant's role is to provide administrative support to the Development Team. This person will be in charge of updating and maintaining The Warren Center's donor database, donor files, mailing lists, donor-related meeting schedules, and other administrative tasks essential to the smooth running of the fundraising office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform the following satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide administrative assistance to the fundraising team in order to facilitate meeting proposal and report deadlines and the timely production of correspondence including gift acknowledgement letters;
- Manage the Bloomerang database including tracking donor cultivation, solicitation and stewardship via entry of information provided by the fundraising team;
- Pull accurate reports on fundraising activity, as needed;
- Ensure accurate gift processing and financial reports for Development and Finance Departments' reconciliation;
- Work with VPD to keep prospect/donor pipeline updated and maintain proposal, grant and report deadlines calendar in coordination with the Grant Writer;
- Work with Development team and CEO's Executive Assistant to ensure timely and appropriate acknowledgement of all gifts and pledges;
- Work with the VPD and CEO's Executive Assistant to maintain an accurate calendar for meetings where CEO involvement important/required.
- Prepare donor acknowledgement letters, pledge payment reminders and/or donor invoices.
- Help prepare materials for donor meetings and assemble presentations for Development Committee members and staff.
- Build and maintain donor, prospect, mailing and invitation lists to ensure mailings completed in an accurate and timely fashion;

- Work with Development team members and other departments as appropriate to manage invitation lists, RSVPs, and guest registration for events and special projects;
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate:

- **Analytical Thinking** – Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, identifies data relationships and dependencies, and designs workflows and procedures. Must be able to maintain discretion and confidentiality with sensitive donor information.
- **Communications** – Expresses ideas and thoughts verbally and in written form, exhibits good listening and comprehension, keeps others adequately informed, and selects and uses appropriate communication methods. Exceptional organizational, interpersonal, and written and verbal communications skills.
- **Service** – Displays courtesy and sensitivity, manages difficult or emotional situations, meets commitments, responds to internal and external needs, and solicits feedback to improve service. Ability to work with leadership staff, Board and Development Committee volunteers and donors.
- **Organizational Support** – Follows policies and procedures, completes administrative tasks correctly and on time, supports organization's goals and values, benefits the organization through outside activities, supports administrative action, and respects diversity. Administrative assistant organizational and scheduling skills essential
- **Planning & Organization** – Prioritizes and plans work activities, uses time efficiently, plans for additional resources. Integrates changes smoothly, sets goals and objectives, and works in an organized manner. Ability to work in a fast-paced environment;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience** – Bachelor's degree from an accredited college or university preferred or equivalent combination of education and experience. Work generally requires at least one year of experience in development department of a non-profit organization. An understanding of fundraising and solicitation tools and practices preferred.
- **Language Ability** - Excellent verbal and written communication skills. Ability to: read and analyze documents, effectively present information, and respond to questions from groups of managers, clients, employees, and the general public, and to write reports and business correspondence.
- **Computer Skills** - To perform this job successfully, an individual should have advanced knowledge of Microsoft Office Suite, browsers, and Bloomerang (or similar donor database), preferred.
- **Personal Skills** - Ability to deal with professionals at a cross-functional level. Demonstrated ability to handle confidential information appropriately.

ENVIRONMENT

- The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is required to sit, stand, walk, talk, hear and see.
- The noise level in the work environment is usually moderate.

Send cover letter and resume to leslie.clay@thewarrencenter.org