
Job Description

Position:	Development Work-Study
Department:	Development & Marketing Department
Reports to:	Development Manager

Overview of Position

This position is responsible for supporting Development department activities such as, donor database entries, acknowledgement letters, events support, assistance with communications, and administrative support. This position is responsible for handling confidential and time-sensitive information and materials.

Essential Duties, Responsibilities, & Competencies

1. Scan donations for emailing
2. Enter donations, pledges, grant awards into the Donor Perfect database
3. Prepare acknowledgement letters and other correspondence.
4. Save documents to One Drive.
5. Maintains the integrity of donor database by ensuring that all donations, donor contact information, campaign codes, and other pieces of data are accurately recorded. Attention to detail is very important.
6. Assistance with mailing projects, including, printing, preparing, stuffing and sealing envelopes.
7. Assistance with event planning and event facilitation.
8. Maintains guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
9. Works closely with the Chief Development Officer and Development Manager to provide support for all of their fundraising efforts.
10. Prepares media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
11. Makes inquiry phone calls for researching projects, as well as to request in-kind donations to support fundraising efforts.
12. Assists with a wide range of confidential, administrative, and general support activities in support of the Development teams' efforts.

Employment 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.

1. College student
2. Experience working with databases
3. Must be capable of multitasking, organizing and coordinating tasks.
4. Must have excellent oral and written communication skills and outstanding time management and organizational skills.
5. Computer literacy; proficient in all MS Office programs and comfort using new databases, software and systems.
6. Highly efficient and attentive to detail.
7. Ability to work well with culturally diverse populations.
8. Must enjoy speaking with people, and be comfortable and confident with making cold calls to assist with event planning and the fundraising efforts of the department.