



JOB DESCRIPTION

DEVELOPMENT ASSISTANT

Department: Development

Reports to: Director of Philanthropy

Classification: Full-Time

The Development Assistant will serve as an important part of the Development team, supporting all aspects of the annual fundraising plan. The Development Assistant will provide support planning and executing special events, assist with creating printed collateral pieces, develop social media campaigns, and manage monthly website updates. This position will also provide administrative support for the Beyond Shelter Campaign Committee. This staff member will be working directly with the Director of Philanthropy.

Responsibilities:

- Providing administrative support to the Campaign Planning Committee, including meeting coordination (including scheduling, materials and follow up), maintaining master campaign calendar, data input and report generation using Raiser's Edge, and accurate reporting of campaign progress to date;
- Monitoring campaign volunteer assignments and follow-up, and assisting in aspects of volunteer-led events;
- Conducting limited prospect research using Blackbaud's wealth screening as assigned;
- Processing and acknowledging gifts and pledges and prepare pledge payment reminders and pledge agreement as needed;
- Managing the acceptance and documentation of in-kind donations, serve as point of contact for groups doing in-kind drives;
- Providing support for Coalition events, including scheduling, food, and beverage, sending invitations, tracking RSVP's and other event related functions;
- Coordinating creation of and manage marketing collateral and publications for the Coalition. This includes working and scheduling with graphic design, printing, bulk mail, and specialty vendors;
- Providing support for the annual Christmas Assistance Program, and School Supply Drive;
- Coordinating Social Media campaigns and monthly website updates with Postern;
- Managing the volunteer@rcehn.org email address and share potential volunteers with appropriate programs, ensure volunteers are tracked in the database;
- Other duties as assigned.

Skills & Values:

The candidate will have a minimum 2 years of administrative experience in an office environment.

The candidate must have strong written and oral communication skills and be comfortable in a group setting.

The candidate must be proficient in Microsoft Word and Excel. Knowledge of Blackbaud Raiser's Edge software is preferred, but not required.

Conscientious of deadlines.

Be able to work independently.

To apply: Email Meg Kula, Director of Philanthropy at mkula@rcehn.org