

## **POSITION DESCRIPTION**

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**TITLE:** Development Assistant

**DEPARTMENT:** Operations (Development)

**REPORTS TO:** Director of Development (DOD)

**PRIMARY FUNCTION:**

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs. The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important. Occasional evening and weekend duties should also be expected.

**KEY ROLES (Essential Job Responsibilities):**

**Development:**

- Manage development calendar, keeping track of project deadlines, and scheduling and coordinating meetings, requiring interaction with board members, volunteers, executives and other organization stakeholders.
- Contribute to the planning and implementation of the annual development plan and calendar including executing on activities relating to donor solicitations and other club fundraising efforts
  - Track fundraising income; compile income status reports and variance reports.
- Assist with the planning and implementation of a variety of special fundraising events including the Annual Auction.
  - Responsible for entering all silent and live auction items into Greater Giving software;
  - Package all items for auction;
  - Create baskets for silent auction.
- Assist DOD in executing on a variety of marketing programs.
  - Assist with database marketing programs including maintaining the donor database, and pulling reports for mailings and other outreach activities;
  - Work closely with development director to coordinate and launch hard copy or email campaigns to donors & potential donors;
  - Help maintain website content;
  - Assist with marketing and public relations activities.
- Assist DOD in developing and nurturing important relationships .
  - Local businesses;
  - Volunteer councils.
- Represent the organization at local networking and community events.
- Collaborate with volunteer director to coordinate corporate volunteer events.

**Administration:**

- Assist Administration management with preparation of presentation material.
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.

- Track incoming donations: run all credit card donations, make check deposits, maintain and distribute check ledger, and enter all donations into donor database.
- Responsible for outgoing development mail.
- May assist as receptionist, answering phones and directing all incoming calls to appropriate party promptly and efficiently, as well as greetings all visitors.

## **RELATIONSHIPS:**

*Internal:* Maintains close, daily contact with Development Director, Development Coordinator and Chief Executive Officer.

*External:* Supports Development Team by maintaining contact with community and corporate leaders, donors, advisory board and board and seeks financial support and provides information regarding club activities and needs.

## **SKILLS/KNOWLEDGE REQUIRED:**

- 2+ year experience administrative/development support at the executive level
- Excellent calendar management skills, including the coordination of complex executive meetings
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, and PowerPoint
- Experience scheduling travel arrangements for management

### **STRONGLY PREFER:**

- Support experience in a professional services, sales or marketing environment
  - Experience with Wordpress, databases and social media tools
- Experience successfully creating and/or modifying processes
- Bachelor's degree

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.*

## **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

## **TO APPLY:**

Please send a resume and cover letter by Monday, Dec. 19 to Virginia Kato: [Virginia@smbgc.org](mailto:Virginia@smbgc.org)