

## **Development Assistant**

### **Job Description**

The role of Development Assistant is to support the CEO as well as the Donor Development Committee by providing administrative, clerical and customer service support. The position entails fundraising administration, database management, and event coordination responsibilities.

The Development Assistant reports to the CEO.

Duties include, but are not limited to:

#### **Fundraising:**

- Coordinate and implement the strategies created by the CEO and Donor Development Committee for the acquisition, cultivation, retention and stewardship of current and prospective individual donors, including the production of all printed collateral, letters and mailings.
- Lead the annual fund efforts through strategies outlined in the Donor Development Calendar.
- Assist the CEO in researching key individuals and corporations to enhance fundraising efforts for the organization.

#### **Data Management:**

- Serve as the lead operator for the donor database, including infrastructure, data entry systems, gift processing and reporting.
- Manage direct mail and email lists
- Update and maintain donor database on a daily basis.
- Support the CEO and Donor Development Committee in donor reporting and research, develop and maintain tracking systems as needed.
- Identify and implement processes and improvements to ensure the integrity of the database, including troubleshooting/identifying inconsistencies and making corrections.
- Process all incoming donations and pledges.
- Ensure timely acknowledgement of all donor gifts; including managing CEO and Board of Directors acknowledgement process.

#### **Events:**

- Collaborate with CEO and event committees to support event management, including creations and managing online giving pages, promoting events, soliciting raffle and auction items, managing RSVPs, and manage day of events.
- Assist in presenting special events tied to donor cultivation/acquisition/stewardship, and income generation.
- Implement administration of Sponsorship packages, including fulfillment of benefits, production of mailings, follow up, and donor event planning.

#### **Administrative:**

- Act as a backup for reception related duties; including answering and screening calls, providing assistance to walk in client/caregivers, basic office support tasks, and maintaining general office organization and cleanliness.

Position requirements:

- Possess great integrity
- Commitment to Cancer Patient Services' mission
- Possess professional computer skills, proficiency in Microsoft Office Suite and Neon or similar donor management system
- Be able to interact effectively and enjoy working with diverse constituencies
- Be committed to a high level of customer services
- Be a strong team player
- Be able to maintain confidentiality in working with sensitive information
- Be a self-starter
- Be able to multi-task and prioritize effectively
- Possess excellent written, verbal and interpersonal skills
- Have attention to detail
- Ability to work some evenings and weekends when necessary

Minimum qualifications:

- Associates degree in Office administration or equivalent experience
- At least two years of experience in an office environment
- Valid driver's license and ability to travel to our office in The Family Center, client's homes, and event locations.
- Ability to lift up to 25 lbs.

Preferred qualifications:

- Familiarity of non-profits, research methods, and database management
- Interest in fundraising
- Affinity for supporting cancer patients and their families