

Sample Job Description – Development Assistant

Position Summary

The Development Assistant is responsible for all administrative aspects of development and organizational fundraising activities.

Principle Accountabilities

- Process donations and prepare acknowledgement letters and other correspondence;
- Maintain foundation, corporation and individual donor files;
- Create monthly fundraising reports and other database reports as needed;
- Continually update and correct database records;
- Conduct preliminary research on prospective corporate foundation and individual donors;
- Coordinate productions and mailing of spring and year-end appeal letters;
- Answer donor questions regarding past donations and giving opportunities;
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events;
- Handle all administrative details associated with the fundraising committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.);
- Other duties as assigned by the Executive Director.

Preparation and Knowledge

- Associate's or bachelor's degree in a related field;
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit work environment, and ideally in a development office;
- Proficiency in Microsoft Word and Excel;
- Experience using a donor database management system;
- Excellent verbal and written communications skills;
- A keen eye for detail and strong proofreading skills;
- Ability to present information concisely and effectively, both verbally and in writing;
- Experience working with volunteers;
- Ability to organize and prioritize work;
- Ability to work independently with little supervision;
- Excellent interpersonal skills;
- A passion for helping those in need.

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The logo for Productive Fundraising features the word "productive" in a bold, blue, sans-serif font. A green checkmark is positioned over the letter "o". Below "productive" is the word "FUNDRAISING" in a smaller, green, all-caps, sans-serif font. At the bottom, the text "with Chad Barger, CFRE" is written in a smaller, blue, cursive font.

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