



## POSITION DESCRIPTION

<b>POSITION:</b>	Development Assistant
<b>REPORTS TO:</b>	Manager of Stewardship and Individual Giving
<b>DEPT/DIV:</b>	Development
<b>CLASSIFICATION:</b>	Part-Time/Non-Exempt, 24 Hours/Week
<b>PAY RANGE:</b>	\$20-\$25 per hour

### **BROAD FUNCTION**

As an integral member of the development team, the Development Assistant provides professional administrative support to further operational processes as well as achieving fundraising goals within the department.

### **PERFORMANCE RESPONSIBILITIES**

- Electronically deposit checks according to office protocol and reports daily numbers as appropriate.
- Record donor gifts into the Raiser's Edge donor management system daily or as needed, from platforms including but not limited to: BluePay, OneCause BidPal, PayPal, Venmo, Stripe Express, YourCause, Cybergrants, Benevity, Brite Funds, and Bill.com.
- Prepare, edit, and utilize mail-merge functions to process acknowledgement letters within predetermined timeframe. Distribute letters for appropriate signatures, process, and mail.
- Maintain the integrity of the donor management system data by ensuring all information is current and accurate.
- Establish new donor accounts, close inactive accounts, and update deceased constituent records. Perform other constituent updates as appropriate in donor management system to ensure all contacts are moved through the development process and coded correctly.
- Support grants process by recording grants and supporting documentation received in donor management system via other grant tracking methods. Write and review grants acknowledgement letters and submit for appropriate signature(s).
- Support Development Team with the following:
  - Event logistics and donor outreach – research area businesses for event sponsorship and solicitation for auction items, prepare materials for events and work at event functions under the direction of the Events Specialist.
  - Donor/campaign mailings - assist with campaign mailings to include but not limited to newsletters, appeals, annual reports, and grants.
  - Research in the development database as well as external prospects for corporate and individual fundraising opportunities.
  - Corporate engagement – assist with “meet and greets” for corporate volunteers; access volunteer database to help with registering corporate volunteers as needed.

- Attend training courses on and remain proficient in donor management and related fundraising systems (e.g., Raiser's Edge, One Cause, BluePay, etc.) as well as gain proficiency in volunteer database systems.
- Perform other duties as required.

### **QUALIFICATIONS**

- Associate's degree and a minimum of 2 years administrative experience or 5 years of equivalent administrative support experience.
- Ability to handle multiple tasks with accuracy and to meet multiple deadlines.
- Ability to work effectively and efficiently both independently as well as collaboratively in a team environment.
- Excellent organizational, planning, time management, problem-solving, and interpersonal skills (written and verbal).
- Must possess a high-level of attention to detail and ability to follow and maintain data entry guidelines and protocols.
- Proficiency in database or customer relations management (CRM) systems with the ability to learn Raiser's Edge and Volunteer Hub database systems as well as additional software and/or database systems as needed.
- Proficiency with Microsoft Office Suite (Outlook, Word, and Excel); including demonstrated experience with various templates and creating and processing mail merges.
- Manage sensitive matters with a high level of confidentiality and sensitivity.
- Previous experience in a development department is strongly preferred.

### **PHYSICAL REQUIREMENTS**

The information described here includes but is not necessarily limited to the general physical requirements, demands and/or working conditions that an employee is likely to encounter at Lazarus House, Inc. You must be able to handle or possess the ability to meet the following:

- Ability to communicate verbally and in written format so that others understand.
- Ability to move intermittently throughout the workday.
- Remain in a stationary position 60% or more of the time.
- Eye-hand coordination and manual dexterity to operate equipment pertinent to your position such as a computer and other office productivity machinery such as a telephone, printer, and photocopier.
- Lifting, moving, carrying up to 40 pounds consistently and up to 50 pounds on an occasional basis.
- Must possess sight/hearing/speech senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must be able to travel from building to building within LHM as well as to external locations on occasion.
- Interact effectively with staff, donors, volunteers, benefactors, Guests, and the general public.
- Must be able to travel to assist in set-up and attend LHM and collateral events as need that may occur during evenings or on weekends.

***This position description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included as are the essential job functions. Employees will be required to perform other job-related duties assigned. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

I acknowledge that I have read and understand this position description. I agree to adhere to the position description as set forth herein. I understand that any performance evaluation will include feedback on how well I perform the duties as specified above.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)