

HOPE Services

Job Description

Position: Development Assistant

Classification: Non-Exempt

Salary Grade 4

April 2008 rev.

Status: Non-Bargaining

Purpose:

Responsible for providing daily administration and special event support to HOPE Services' Resource Development office and development committees. Includes donor database administration, data entry, planning and organizing, information management, report preparation, scheduling, general and specialized clerical work.

Principle Responsibilities:

The following responsibilities represent the essential functions of the position. An employee in this classification may be responsible for carrying out any or all of the following functions, or other functions as needed:

1. Responsible for donor data entry, all donor acknowledgements, reporting, and tracking of gifts. Assures database information is accurate. Prepares Resource Development deposit.
2. Provides administrative support for the Resource Development office: provides oversight of daily development operations, including ordering supplies, scheduling appointments and meetings, provides meeting support by distributing meeting packets, compiling attendance roster, making room reservations, assuring meeting room set-up, taking and transcribing meeting notes from meetings as needed, selecting menus when appropriate, printing name-tags, etc.
3. Maintain Resource Development files and records and establish/maintain effective systems for same. Corporate minutes, financial records, purchase orders, and grant files are priorities.
4. Acts as the initial entry person for prospective and current donors and for volunteers for the development department.
5. Assists with the production and mailing of grants, and with the production and mailing of direct mail appeals and newsletters and other correspondence.
6. Assists with specific activities related to implementation of special events, including donor mailings, reservations, clerical assistance, day-of-event support, gift tracking, etc. May require attendance at evening events.
7. Acts as a resource for the organization, serving as a liaison between committee members and development office. Field phone calls, answer inquiries, provide administrative support.
8. Participates in the development and implementation of development office planning efforts, including policies and procedures, and implementation of goals.
9. Other duties as assigned to assure successful operations.

Minimum Qualifications:

Minimum high school diploma or equivalent and two years of responsible executive administrative experience, or an approved equivalent combination of education and experience. Two years of college preferred. Experience with database administration.

Reports to: Development Coordinator, HOPE Services

Supervisory Responsibility: No

Required knowledge, skills, and abilities:

1. Proficient knowledge of donor database systems, word processing, and data entry. PC experience essential. 60 wpm typing minimum. Experience with MS Office programs, Windows, Word and Excel necessary.
2. Ability to interact and communicate properly and effectively, verbally and in writing, with staff, volunteers, clients and public.
3. Willingness and ability to listen, question, think, decide and respond.
4. Ability to relate to persons of all ages and diverse backgrounds, skills and abilities. Ability to relate to people with disabilities.
5. Experienced in supporting several supervisors, with a demonstrated ability to prioritize work requests and complete assignments on time.
6. Ability to maintain confidential records and information.
7. Ability to organize time and work independently.
8. Working knowledge of principles/procedures of office administration, basic accounting, business file management, and contemporary office equipment.

Environmental Conditions:

Primarily works in an office environment. Long periods of sitting. Use of computer, time spent on the telephone and in meetings. Periods of intense concentration. Some travel to offsite locations, exposure to outdoor conditions. Must be able to lift a minimum of 25 pounds.

Twenty-five hours per week. Monday – Friday. Occasional evening and weekend hours.