



Clay Center

Development Associate

Department: 1120

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: VP of Development

Work Schedule:

8:30AM-5:00PM Monday-Friday; some evenings and/or weekends required

Amount of Travel Required: Minimal travel required

Positions Supervised: None

POSITION SUMMARY

Reporting to the VP of Development, the Development Associate provides administrative support to the VP of Development and assists the entire fundraising team by managing the donor database and providing a broad spectrum of administrative support. The Development Associate will be a positive and professional representative of the Development Team and the Clay Center at all times, and will interact and work well with volunteers, donors and colleagues throughout the organization.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Provide general administrative and clerical support to the VP of Development and other development team members:

- Maintain fundraising dashboard
- Conduct donor and prospective donor research, as requested by VP of Development
- Perform mail merges and manage the mailing of letters and other fundraising materials, as requested
- Prepare recognition lists for publications, including, but not limited to, website, annual report and quarterly magazine
- Take meeting minutes for development committee and subcommittee meetings
- Track Board and Advisory Board giving
- Provide logistical support of Carnival and other events (as needed)
- Generate acknowledgments for endowment and campaign gifts, major gifts and Chairman's Guild, as well as for general gifts not associated with a particular fundraising effort or campaign (i.e. honorariums, memorials, Badges for Charity, unsolicited box office gifts, etc.), ensuring that donors are acknowledged within 48 hours of gift receipt
- Generate monthly pledge reminders and invoices, including tracking and revising payment arrangements, as necessary, to ensure collection

- Generate timely meeting notices for development committee and subcommittee meetings, including monitoring responses, recording attendance, ensuring proper meeting set-up, (conference call and Skype set-up, refreshments, etc.), and follow-up activities (i.e. solicitor assignments)
- Produce weekly updates and monthly summary gift reports in support of the development team
- Prepare Annual Tax Letters for donors who request once-a-year acknowledgment of all gifts
- Prepare and mail birthday cards (weekly), holiday cards and sympathy cards; provide weekly list of VIP birthdays, anniversaries and other significant life events, feature articles in newspapers, etc., to VP of Development for cultivation purposes
- Create and submit purchase orders for VP's approval
- Monitor state newspapers to capture relevant donor data, and report to CEO, VP of Development and other relevant staff (i.e. deaths and marriages, promotions, feature articles, etc.)
- Assist with fundraising and other special events, and provide on-site logistical support, as needed
- Provide general administrative support to development team members, as needed
- Maintain accurate and current donor data records and files for individual major donors, Chairman's Guild members, board and advisory board members, Collectors Club members and prospective donors
- Manage the Collectors Club membership process, including gift entry, acknowledgments and monthly status reports
- Respond to calls from donors and patrons, when appropriate

Manage Database:

- Maintain the integrity of the donor database through accurate, consistent and routine maintenance
- Generate queries, reports and lists
- Prepare accurate donor listings for publication in quarterly magazine, annual report, onsite recognition, etc.
- Other duties, as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education : High School diploma required, Bachelor degree preferred.

Experience : Three years of professional experience preferred. Demonstrated experience in computer programs and applications; 2 years experience in a position requiring daily use of a database is desirable.

Computer Skills

Familiarity with Microsoft Office tools (Excel, Outlook, etc) and comfortable learning new technology systems; experience with The Raiser’s Edge a definite plus.

Other Requirements

Highly organized; excellent oral and written communications skills; broad applications of computer and software skills; strong interpersonal skills.

PHYSICAL DEMANDS

Physical Demands

Stand	<input type="radio"/> (Occasionally)	Lift/Carry 10 lbs or less	<input type="radio"/> (Occasionally)
Walk	<input type="radio"/> (Occasionally)	11-20 lbs	<input type="radio"/> (Occasionally)
Sit	<input type="radio"/> (Occasionally)	21-50 lbs	<input type="radio"/> (Occasionally)
Handling / Fingering	<input type="radio"/> (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	<input type="radio"/> (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	<input type="radio"/> (Occasionally)	Push/Pull	
Climb	<input type="radio"/> (Occasionally)	12 lbs or less	<input type="radio"/> (Occasionally)
Crawl	<input type="radio"/> (Occasionally)	13-25 lbs	<input type="radio"/> (Occasionally)
Squat or Kneel	<input type="radio"/> (Occasionally)	26-40 lbs	<input type="radio"/> (Occasionally)
Bend	<input type="radio"/> (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

INDOORS-CLIMATE CONTROLLED ATMOSPHERE

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.