



Development Associate

Department: 120

FLSA Status: Non-Exempt

Work Schedule:

Monday-Friday, 8:30am-5:00pm

Some evenings and/or weekends are required.

Job Status: Full Time

Reports To: VP of Development

Amount of Travel Required: Minimal

Positions Supervised: N/A

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.

ESSENTIAL FUNCTIONS

Administrative Support:

- Generate accurate and timely acknowledgments for contributions.
- Manage donor benefits fulfillment.
- Provide logistical and administrative support of all fundraising and other events.
- Generate monthly pledge reminders and invoices, including tracking and revising payment arrangements, as necessary, to ensure collection.
- Perform mail merges and manage the mailing of fund development materials.
- Maintain the fundraising dashboard to track progress to goals.
- Prepare accurate donor recognition lists for publications.
- Coordinate development committee and subcommittee meetings.
- Assist VP of Development with Major Gift and other membership platforms.
- Conduct donor and prospective donor research, as requested by VP of Development and/or Development Manager.
- Provide general administrative support to development team members, as needed.

Donor Database Management:

- Maintain records in the Raiser's Edge database and update records, as needed.
- Regularly audit constituent records to ensure the integrity of the database and use data enrichment services to ensure accurate constituent records.
- Update donor/constituent records in the Clay Center's ticketing software, as well as the Raiser's Edge, to ensure consistency of data.
- Create queries, reports, and mailing lists, as requested.

Other:

- Attend all fundraising events and assist with event preparation and on-site logistics, as needed.

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

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)

Physical Demands

		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O

Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Grasp	O	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O		
Speak	F	Push/Pull	
Climb	O	12 lbs or less	O
Crawl	O	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	N

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.