



**COMMUNITY RESOURCE CENTER  
JOB DESCRIPTION**

<b>POSITION:</b>	Development Assistant	<b>REPORTS TO:</b>	Director of Development
<b>PRIORITY LEVEL:</b>		<b>FLSA:</b>	Non-Exempt, Full Time
<b>JOB DESC. #:</b>	DA	<b>SALARY:</b>	
<b>GENERAL DESCRIPTION:</b>	<p>The Development Assistant is an integral part of the day to day operations of the Development team, providing database, administrative and event support.</p>		
<b>ESSENTIAL FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Responsible for database services, including: data entry, maintenance of records, donor gift receipts, gift acknowledgements, queries and reports, batching and mail merges</li> <li>• Manage and complete complex mailing projects completed in house and with third party vendors</li> <li>• Prepare agendas, meeting materials, and minutes as needed</li> <li>• Department financial support including: process all incoming gifts and gift designation; check requests and invoices, interface with Finance department for routine reconciliation procedures</li> <li>• Scheduling of meetings and strategy sessions required for Development team.</li> <li>• Assist in activities related to CRC representation at community events, street fairs, fundraising events and other development activities.</li> <li>• Be able to work under deadlines, as established by Director of Development</li> <li>• Assist Development Grants Manager as needed</li> <li>• Assist in the execution of social media, direct mail, advertising, etc. as directed by Development team</li> </ul>		
<b>KNOWLEDGE, SKILLS, AND ABILITY:</b>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office Suite, including ability to efficiently create and manipulate Excel date, as well as mail merging</li> <li>• Internet proficiency, including use of web based software, including Greater Giving, Constant Contact, and E-Tapestry a plus.</li> <li>• Proficiency in a donor management system/ database software system</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong communication, interpersonal and customer service skills required,</li> <li>• Excellent database, research, writing and editing skills required</li> <li>• Ability to work well with volunteers, donors and external constituents</li> <li>• Ability to multi-task and deal with frequent interruptions</li> <li>• Experience with fund raising events preferred</li> <li>• Social media and web content experience preferred</li> <li>• Ability to maintain confidentiality and exercise discretion</li> </ul>		

<b>EDUCATION &amp; EXPERIENCE :</b>	Education: <ul style="list-style-type: none"> <li>• Bachelor's Degree in Marketing, Communications, English, or related field preferred.</li> </ul> Experience: <ul style="list-style-type: none"> <li>• Two or more years of experience in a nonprofit or professional office setting and specific skills in donor management, research, and correspondence required.</li> </ul>
<b>PHYSICAL LIMITATIONS:</b>	May: <ul style="list-style-type: none"> <li>• Sitting long periods of time</li> <li>• Repetitive finger, hand, &amp; wrist motion</li> <li>• Staring at a computer screen long periods of time</li> <li>• Other physical requirements involve walking, stair climbing throughout a regular workday</li> <li>• Good Vision and Hearing</li> </ul>

I can perform the following job duties: <input type="checkbox"/> <b>without</b> accommodation <input type="checkbox"/> <b>with</b> accommodation. If so, please specify:		
<b>This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.</b>	<b>MISSION</b> <i>Creating paths to Safety, Stability, and Self Sufficiency</i>	
Signature		Date
Print Name		
<b>FILING APPLICATIONS</b> Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.		
<b>POSITIONS REQUIRING DEGREE/ CREDENTIAL</b> Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.	<b>INTRODUCTORY PERIOD</b> All positions have an initial introductory period of 60 days.	
<b>BENEFITS</b> Vacation; sick leave; 10 holidays; medical; dental; life insurance, IRA. Benefit eligibility is the 60 <sup>th</sup> day from the date of hire.	<b>CITIZENSHIP/IMMIGRATION STATUS</b> In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.	