



Development Assistant

Department: Development
Reports To: Director of Development
Classification: Fulltime, Non-exempt

The role of the Development Assistant is to provide administrative and logistical support to advance the fundraising and mission of the Alliance for Children's Rights. The Development Assistant will work as an integral team member and provide a wide range of administrative duties in support of the Director of Development and the Development Department. This position has significant responsibilities in the areas of communication, creating emails, utilizing Constant Contact, managing schedules, event support and general office administrative duties.

The Development Assistant is required to have strong organizational skills, high level of computer competence, be detail oriented, able to juggle multiple priorities, and be outgoing and interested in working as part of a dynamic development team. The position requires an individual who can learn a complex donor database, Raiser's Edge. The position requires an energetic team player, willing to support the entire department while providing constant support to its Director.

Responsibilities include:

- Assist and support the Director of Development creating call sheets, appointment confirmations and reminders, scheduling and general office support
- Assist the Development Department in ongoing campaign efforts, event logistics, volunteer coordination, in-kind donations and as needed
- In coordination with Director of Development, interact with Development Department staff and other office staff to support projects as necessary. This includes but is not limited to: internal office events, staff appreciation events, overall agency and program events, conferences or seminars.
- Assist in meeting preparation, including organizing and acquiring materials, refreshments, any set up and breakdown.
- Ably handle donor and vendor inquiries and questions directly; professional phone and email communications
- Create and maintain reports, spreadsheets to track campaign(s) progress, event or constituent cash logs, attendance logs, or other reporting as needed by DoD or department.
- Assist Database Manager with maintenance projects, queries and lists plus production of reports relating to the gift entry process
- Add new constituent records to the database as needed and support the Thank You process
- Update biographical information in data base as provided by constituent's information on checks and correspondence
- Assist with coordination of donor solicitation, including sponsor letters, invitations, e-vites and post-event acknowledgements
- Conduct basic donor prospect research using the Internet to update addresses, employment, etc. as needed, including researching returned mail to determine correct address(es)
- Assemble donor information packets related to cultivation needs
- Assist the Director of Development with off-site special events, 3rd party initiatives and other duties as necessary

Minimum Qualifications:

The Development Assistant candidate will have the following experience and qualifications:

- Higher education degree preferred
- Strong interpersonal verbal and written communication skills

- Working knowledge of administrative and office procedures
- Proficient knowledge of office applications including Word, Excel, Power Point, and expertise in use of the Internet and e-mail. Experience with Raiser's Edge and Constant Contact a plus
- Ability to work independently and under pressure, take responsibility, prioritize work, complete tasks on time, perform repetitive and multiple tasks with accuracy simultaneously while adhering to deadlines
- Highly detail-oriented with a critical degree of accuracy regarding data entry and analysis, including financial and statistical record-keeping skills
- Ability to understand and follow directions and complex policies and procedures
- Ability to work in a fast-paced, entrepreneurial environment, team-oriented, including communicating and working well with team members

Preferred Skills/Qualifications:

- Committed and enthusiastic about the organization's mission and programs
- Resourceful and flexible
- Straightforward, self-motivated, and diplomatic, sharing information readily
- Ability to author and accurately proofread documents and correspondence.
- Ability to maintain confidentiality

The Alliance offers a competitive salary and excellent benefits, including generous health, dental, and life insurance plans, as well as vacation and sick leave policies. We seek a diverse staff. The Alliance believes that all persons are entitled to equal employment opportunities and does not discriminate because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition. For more information on the organization please visit our website at www.kids-alliance.org.

To apply please send a cover letter and a resume to Margy Feldman Director of Development m.feldman@kids-alliance.org. No phone calls, please.