



Job Title: Development Assistant

General Description:

The Development Assistant is the primary support staff for fund development operations. This position reports to the Executive Director. This is a part-time, 20 hours per week, non-exempt position. Some weekend and evening work is required.

Key Responsibilities and Accountabilities:

Data Entry and Donation Processing

- Manage donation acknowledgement process (copying checks, sending thank you notes, running financial reports, reconciling deposits, data entry processing)
- Primary point person for updating, adding and maintaining donor and prospect constituent records in the database
- Codes and track general donations, tributes, and workplace gifts
- Upload online transactions (sign ups, profile updates, donations, and event registrations) from online giving systems
- Assist with creation of donor lists and other gift queries and reports.
- Filing of all donation-related paperwork and maintaining organized filing systems and binders

Special Events and Outreach Events

- Provide administrative support for special and community outreach events to include phone and email inquiries, in-kind gift tracking, volunteer, supply and outreach material coordination and other associated clerical duties.
- Assist with solicitation of donations and sponsorships
- Responsible for special event database entry and management
- Attendance at special and community outreach events is required which includes occasional evening or weekend work

Donor Relations

- Solicit, accept and acknowledge donations from individuals, businesses and foundations
- Answer phone and email inquiries regarding donations

Mailings and Mail List Maintenance

- Act as project coordinator for mailings including, direct mail, newsletters, and event invitations.
- Coordinate with printer and mail house on projects. Perform data merges, printing, and stuffing for small in house mailing projects. Coordinate supplies and inventory for all mailings.
- Perform database maintenance and clean-up projects to improve data integrity and database performance.
- Perform mail merges and assist with solicitation and other department mailings.

General Development Support

- Assist with development and management of foundation and corporate grants
- Create or assist with the creation of organization's public relation materials such as website, brochures, social media content, newsletter and annual report.
- Coordinate administrative details associated with development meetings; schedule meetings, reserve rooms, prepare agendas, take and distribute meeting minutes. Attend meetings as needed
- Assist with general support for fund development and the organization as assigned by the Executive Director.

Minimum Qualifications

- Bachelor's Degree in related field preferred; may be substituted by experience
- 1-2 years' experience in administrative position preferably in nonprofit development
- Experience with databases, donor software preferred

Knowledge, Skills and Abilities

- Ability to manage multiple projects simultaneously while meeting deadlines.
- Excellent organizational skills and attention to detail.
- Excellent written and oral communication skills
- Knowledge of fund development software preferred.
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications (including Access) and e-mail, social media
- Ability to work independently and as a member of various teams and committees
- Ability to accurately proofread and edit reports and documents.
- Ability to set priorities and use good judgment
- Ability to work with animals, offenders, staff, volunteers, clients, management and the public in a variety of situations

Other Requirements

- Valid Washington State driver's license
- Must meet any requirements established for this position by the Washington State Department of Corrections

Physical Demands

The employee may find themselves lifting/moving items up to 40 pounds. This position may also involve handling dogs of all sizes with varying degrees of training.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is the Prison Pet Partnership's policy to base hiring solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.