



Position Title: Development Associate
Date Revised: January 2020
Department: Advancement
Exemption: Non-exempt
Supervisor: Manager, Development Systems
Hours: M – F, 9am – 5 pm and occasional weekends and evenings

Job Summary

The Development Associate is responsible for the processing and acknowledgement of gifts and pledges in relation to the fundraising program, as well as general administrative support to the Advancement Department.

Responsibilities

- Coordinate and prioritize day-to-day gift processing activities and ensure accurate processing of gifts and pledges made by credit cards and checks
- Generate and mail acknowledgement letters through Raiser's Edge
- Obtain and maintain proper backup for all gifts and pledges, including scanning and filing
- Ensure that donor/prospect electronic and paper files are maintained in an accurate and timely fashion
- Ensure that donor/prospect contact and biographical information updates are processed in Raiser's Edge
- Perform database maintenance and clean-up projects to maintain data integrity, as assigned
- Assist Advancement team with the implementation of all fundraising efforts including, special events, fundraisers, mailings, etc.
- Maintain staff, Veteran, and donor confidentiality
- Manage safe that holds cash, un-deposited checks and credit card numbers
- Produce daily revenue reports for reconciliation with Finance Department
- Other duties as assigned

Skills and Experience / Education

- Bachelor's degree required (Business and/or Finance degree preferred)
- 1-3 years of related experience, preferred
- Previous experience in an Advancement/Development department
- Strong attention to detail
- Strong verbal and written communication skills
- Excellent organizational, time management and problem-solving skills
- Computer skills (MS Windows)
- Database and data entry experience (Raiser's Edge preferred)
- Familiarity with accounting practices preferred
- Ability to prioritize work and to perform multiple tasks simultaneously while adhering to deadlines
- Must be a dedicated team player and comfortable working in an open, highly collaborative, diverse environment with the willingness and desire to learn and grow within the organization