



Development Assistant

JOB DESCRIPTION

Department: Development
FSLA Status: Non-Exempt

Job Status: Full-Time
Reports to: Associate Development Director

Work schedule:

Office Hours generally 8:30 a.m. – 5:30 p.m. Some evening and weekend hours are required to meet program objectives or for special events.

MISSION STATEMENT

To enhance the lives of those who have experienced the death of a loved one.

POSITION SUMMARY

In keeping with the purpose, mission, and vision of Bo's Place, the Development Assistant is to provide support to the Development Department. This position reports to the Associate Development Director, manages the Donor Perfect database, provides administrative support for the development department, participates in donor cultivation and stewardship activities/events, and assists in annual and special campaigns. He/she should be able to work both independently and collaboratively. The Development Assistant will help plan, organize, and implement procedures for improving the development support functions. The Development Assistant follows the mission, goals, and objectives of Bo's Place as adopted by the board of directors.

RESPONSIBILITIES

General Duties:

- Assists in implementation of an operational development plan.
- Assists with direct mail campaigns, including pulling mailing lists, mail merge, running letters, and overseeing assembly/mailing of letters.
- Assists with execution of special events (Hearts of Hope luncheon, Hats, Hearts & Horseshoes spring event, Run for a Reason, third party fundraisers, and others as approved by board of directors).
- Acts as development office liaison to Volunteer Manager for securing and oversight of volunteer support for development needs and providing support for volunteer-based outreach/fundraising activities as necessary (Holiday Meals, Appreciation event, and Ofrenda: Día de los Muertos Event). Tracks volunteer hours for development activities and reports hours to Volunteer Manager for entry in volunteer database.
- Responds to inquiries from organizations donating tickets (sports, cultural, etc.) and works with Program Staff to ensure good stewardship of donations.



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Development Assistant

- Responds to inquiries about general and event donations.
- Provides support to Program and Administrative Staff in updating the Amazon Wishlist for program and administrative supply in-kind donations.
- Provides outreach support for community fairs and events.
- Serves as a representative of Bo's Place when outside groups are on campus and request a tour.
- Compiles donor information and works with Communications Director on content for Annual Report, and other projects as necessary.
- Runs reports in donor database (Donor Perfect) for departmental purposes (mailings, reconciliations, listings, etc.).
- Provides support to all departments in the creation of online registration and donation pages via online donor software (Weblink/Donor Perfect).
- Provides logistical support for administrative functions (i.e., Board Meetings, Development Committee Meetings).
- Assists with developing and coordinating a “friends/ambassador” group. Duties include developing a calendar of events that incorporates both social and fundraising activities to meet the annual budget goal.
- Answers questions, provides research, fulfills website requests, and manages any specific needs of constituents and staff.
- Works with Associate Development Director and Executive Director to plan and implement special appreciation events and activities for major donors and prospects.
- Pursues professional development training in fundraising.

General Administrative Support:

- Responsible for ensuring that all gifts, including in-kind donations, are correctly recorded in donor database (Donor Perfect) and acknowledged in a timely manner.
- Responsible for maintaining files with development and event materials and correspondence.
- Responsible for ensuring tax receipts are sent to donors at calendar year end.
- Responsible for ensuring all matching gift paperwork is timely completed and gifts tracked and processed.
- Responsible for ensuring all donations requiring online verification are timely completed and gifts tracked and processed.
- Responsible for working with all departments to ensure in-kind gifts are tracked and processed.
- Responsible for maintenance of donor database (Donor Perfect) and files.



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- Under supervision of Associate Development Director, responsible for monthly reconciliation with Finance Director of donor database (Donor Perfect) to the financial database (Quick Books).
- Responsible for preparation of Development Committee materials, including but not limited to weekly giving updates, reconciled monthly development report for committee meetings and special donation reports.
- Provides Communications Director with appropriate materials for social media and electronic communications revolving around development related functions.
- Other duties as assigned or requested.

QUALIFICATIONS

- Bachelor's degree in relevant discipline preferred (Communications, Marketing, Business)
- Two or more years of non-profit fundraising preferred.
- Strong working knowledge of computer software for word processing, spreadsheets, and mail merge (MS Word, Excel, PowerPoint).
- Experience with donor database software and willingness to learn DonorPerfect (system used by Bo's Place).
- Familiar with operation of general office equipment.
- High level of professionalism and confidentiality while working with staff, donors and/or volunteers.
- Ability to discern and protect privileged/confidential information.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Resourceful and demonstrates initiative.
- Must be a team player who works well with others, while also maintaining the ability to work independently.
- Integrity, warmth, positive outlook, compassion, and a good sense of humor.

GENERAL INFORMATION

This is a full-time non-exempt position of 40 hours per week with additional evening and weekend hours as necessary to accomplish fundraising and special event objectives. The Development Assistant must maintain a professional appearance, be able to work well with members of the board of directors, volunteers, other staff, and members of the community.

PLEASE EMAIL RESUME TO: info@bosplace.org



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