

Position Description

Position Title:	Development Assistant
Reports To:	Development Director
Department:	Development
Status:	Part-time 20-25 hrs
Classification:	Non-Exempt

GENERAL POSITION SUMMARY

The Development Assistant works in support of Note in the Pocket's fundraising and communication initiatives. The Assistant is critical to the success of the Development Office by supporting our fundraising goals and helping to raise awareness and communicate our mission across the community.

The right candidate will have ample opportunity to advance their development knowledge in multiple areas of nonprofit fundraising and communication. The ideal candidate is organized, strategic, detail-oriented, energetic, self-motivated, flexible and able to balance multiple assignments. They will also take initiative to learn new skills and problem solve, as well as understand and anticipate needs. We are looking for candidates with some level of fundraising experience, either as a professional or volunteer, and who are committed to the organization's mission.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

Fundraising:

- Manage constituent and donation entries to ensure consistency, prompt acknowledgment/reporting ability, and accuracy in all records.
- Run and distribute fundraising reports including monthly and year-end giving reports.
- Reconcile donations and gifts with the Finance Department, ensuring accurate tracking and reporting.
- Support research for and preparation of grant proposals.
- Represent Note in the Pocket at events and speaking opportunities.
- Provide support for annual events including Socks & Undie 5k Rundie and donor appreciation event.

Communications:

- Assist in development and implementation of annual communication plan, internal and external communications strategies to increase community engagement and support for Note's mission.
- Research and implement best practices for website management, social media and other digital communications and marketing strategies.
- Create, design, and distribute regular content for social media, website, and email to promote Note's work and mission.

QUALIFICATIONS

A. Education

<u>Level</u>	<u>Area of Study</u>
X High School Diploma/GED	Required
X Associate Degree	
X Bachelor's Degree	Preferred
<input type="checkbox"/> Master's Degree	
<input type="checkbox"/> Other (must specify): _____	

B. Experience

Two years of data management preferred. Previous coursework in nonprofit management, communications and marketing, and experience with fundraising/development are a plus.

C. Knowledge, Skills, and Attributes

- Proven attention to detail and organizational skills including project management skills.
- Strong computer skills in databases, word processing, and spreadsheets; experience with donor management/finance software.
- Highly organized team-player.
- Excellent communication and interpersonal skills.
- Tactful, congenial, self-directed, motivated, and proactive.
- Enthusiasm for the mission of Note in the Pocket.
- Graphic Design experience preferred.
- Flexibility, enthusiasm, and attitude of respect for working with diverse members, staff, volunteers, and visitors.

PHYSICAL REQUIREMENTS

This position requires (check all that apply):

- X Normal periods of sitting and standing in an office environment.
- X Extended periods of sitting at a workstation/desk in a warehouse environment.
- X Extended period of standing.
- X Lifting and/or pushing objects up to 25 lbs. on a regular basis
- X Lifting and/or pushing objects up to 50 lbs. on an occasional basis.
- Working with heavy machinery or equipment on regular occasional basis such as: _____
- Working outdoors in potentially inclement weather conditions.
- Working at heights of up to _____ feet.
- Other: _____

WORKING CONDITIONS

Work is performed inside a warehouse type building. Level of noise is moderate in work environment and temperature controlled.

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirements. Employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Signature

Date

Supervisor's Signature

Date