



THE POSITION:

We are looking for a Development Assistant in our Development Department. This person must have some college in any field. Preference will go to candidates with at least 2 years data entry experience. The Development Assistant provides administrative support to the Development Team. The Assistant supports the maintenance and upkeep of the donor database, adhering to best practices as outlined by the Senior Manager of Development. This position assists with calling campaigns, distribution of CLD marketing materials, mailing lists and organizational events. The Development Assistant must have excellent communication and interpersonal skills, be a dedicated team player, and possess a high level of confidentiality, protecting personal information as it is made available to them.

ROLES AND RESPONSIBILITIES:

Development Department

- Supports Donor Perfect database to ensure integrity of donor information.
- Supports the development of direct mail appeal communications.
- Supports donor stewardship collateral.
- Supports quarterly CLD organizational electronic or print donor-focused newsletter.
- Mails strategic collateral to targeted schools, community organizations, and CLD partners.
- Enters gifts, and supports the gift acknowledgement process, ensuring that all records are up to date as information is received.
- Reconciles the gift entry process with the Accountant on a daily, weekly and monthly basis.
- Provides administrative support to the development team members in the effective execution of all fundraising events, to include invitations, tracking responses.
- Follows Standard Operating Procedures as assigned on Monday.com visual team management web application.

Organizational

- Complies with mandatory attendance at the following annual CLD events: Minority Achiever's Awards and Scholarship Gala, College Prep Conference, Golf Outing and Indiana Black Expo.
- Attends 1 recruiting event per month at the direction of Senior Manager of Development.
- Attends Program Graduations as requested by Senior Manager of Development.
- Attends 2 of 4 Open Houses per year as requested by Senior Manager of Development.
- Adheres to professional Dress Code Policy.
- May perform specialized activities in direct support of the accomplishment of the CLD mission.

SALARY AND BENEFITS:

- \$15/hour
- 5 days' vacation on year one/10 days' vacation on year two
- Personal, sick and bereavement leave
- 403(b) participation after 3 months of employment
- Individual SEP-IRA after one year of employment
- Group Health Insurance including vision and dental options

WORK ENVIRONMENT:

This position operates in a professional office environment in our building located at 2425 Dr. Martin Luther King, Jr. St., Indianapolis, IN 46208. Generally sedentary work, remaining in a stationary position for long periods of time. Events do require physical exertion, including lifting boxes and tubs, moving chairs and tables, loading and unloading supplies, etc. Position requires working some evenings and weekends (usually during major events). Must have reliable transportation.

WHY SHOULD YOU APPLY?

- Work with others who are passionate about CLD's desire to nurture a pipeline of talented, ambitious youth who are graduating from high school and college, and thriving in their careers.
- Workday schedule 8:00 a.m. to 4:30 p.m. Monday through Friday (40 hours per week).

Send Resume to: Malybu White, Manager of Human Resources, mwhite@cldinc.org