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| Department | Development                  |
| Job Title  | <b>Development Assistant</b> |
| Reports to | Director of Development      |

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| <b>Travel Required:</b><br>✓ Local | <b>Type of position:</b><br>✓ Hourly, Non-Exempt | <b>Hours:</b><br>✓ 40 |
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### **GENERAL POSITION DESCRIPTION**

As a member of the Development team, the Development Assistant provides administrative support to the Director of Development, including data entry, research, and event assistance. This position assists with calling campaign patrons, distribution of CLD marketing materials and collateral, data entry and the creation of mailing lists. This position will provide organizational support during fundraising events. It is essential the Development Assistant have excellent communication and interpersonal skills, be a dedicated team player, and with a high level of confidentiality, protecting personal information as it is made available to them.

### **ROLES & RESPONSIBILITIES**

- Coordinates the data entry and maintenance of all donations, pledges, contact and donor information in the DonorPerfect database.
- Conducts monthly audits of the DonorPerfect database in cooperation with the Accountant, to maintain accuracy in reconciling data entry.
- Supports the development of direct mail appeal communications by retrieving accurate data from the donor database.
- Updates donor-centered acknowledgement letters on a quarterly basis.
- Develops an annual DonorPerfect fact sheet of donor data and retention.
- Collaborates with Manager of Grants and Administration to implement the stewardship plan.
- Provides administrative support to the development team for the distribution of CLD marketing and materials collateral, to include large mailings to stakeholders and other external parties.
- Provides administrative support to Director of Development in the effective execution of all foundational fundraising events, to include preparing invitations, tracking RSVPs for various events and determining final counts for attendance/reservations.
- May provide design, inventory, and distribution support to the Manager of Marketing and Communications for flyers, brochures and other collateral, as needed.
- Work collaboratively with the Accountant and Manager of Development to send pledge reminders to sponsors and partners with 30-60-90-120 day notifications.
- Creates and maintains SOPs for the gift and pledge process. Follows Standard Operating Procedures as assigned in Monday.com by the Director of Development.
- Complies with mandatory attendance at the following annual CLD events: all CLD graduations, Minority Achiever's Awards and Scholarship Gala, College Prep Conference, and Indiana Black Expo.
- Plays an active role, as a member of the Development Team, in contributing to and ensuring the success of fundraising and special events.
- Follows professional personal presentation standards and adheres to the dress code policy.
- May perform specialized fundraising activities in direct support of the accomplishments of the



advancement of CLD's mission and program objectives.

#### **WORK EXPERIENCE AND SKILLS REQUIREMENTS**

- Knowledge of database management.
- Good attention to detail as the information worked with will be used for senior level decision making and to reach customers, so it is vital that it is correct.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Strong organizational and communication skills with excellent grammar.
- Ability to speak with tact, diplomacy and persuasiveness both in person and on the telephone.
- Ability to work collaboratively and courteously with colleagues from diverse backgrounds throughout CLD and the public.
- Commitment to CLD's mission and values
- Ability to effectively use a variety of office equipment such as multi-line telephone, copier and fax.
- Functional skills with Windows 10, Microsoft Office, particularly Word, Excel, and Word Press.
- Familiarity with Monday.com project management web application.
- Familiarity with email marketing such as Mailchimp.
- Working knowledge of Canva, simple graphic design.
- Working knowledge of Adobe creative services such as InDesign publishing software.

#### **ATTRIBUTES**

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the CLD mission and the youth we serve.
- Impeccable character.

#### **EDUCATION and/or CERTIFICATION REQUIREMENTS**

High School Diploma – some college preferred  
Valid driver's license

#### **PHYSICAL REQUIREMENTS/DEMANDS**

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Position requires working evenings and weekends and a commitment to this schedule.
- Must have reliable transportation.

#### **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.