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| Position Title: | Development Assistant |
| Reports To: | Executive Director |
| Employment Status: | Full Time, Exempt |
| Position Schedule: | Weekdays, 8:30 am-4:30 pm. Evenings and weekends may be required. |
| Salary: | Commensurate with experience and qualifications. |
| Location: | The Haven Home |

Haven Home's Core Mission:

The purpose of The Haven Home is to compassionately serve under-resourced women and their children by empowering sustainable independence. Our supporting attributes are our people, our service, innovation, and community involvement.

Position Synopsis:

The Development Assistant is an integral member of The Haven Home team. The Development Assistant serves as the backbone of the operation by overseeing all administrative processes in place to manage the organization's fundholder relationships. Additionally, the Development Assistant conducts research, coordinates development events, and programs and assists the Executive Director. The Development Assistant must be extremely detail-oriented and work to ensure delivery of impeccable donor services. This position will also have significant interaction with the Community Outreach Manager and Program Staff.

Duties and Responsibilities:

- Recruits local businesses for support in the form of Give Back Days, donation drives, etc.
- Regularly manage updates to constituent database and mailing lists to ensure all contacts are properly moved through development process and coded appropriately.
- Research potential prospects and add information to constituent database, e.g., meeting notes.
- Manage gift acknowledgement process and produce donor letters as needed.
- Assist with special events planning, preparation and execution and processing of online RSVPs.
- Coordinate, attend and draft minutes and other documents for Fund Development Committee meetings.
- Achieve proficiency in Little Green Light software for development functions.
- Social Media & Communications
 - Manage The Haven Home's Facebook, Twitter, Instagram, and YouTube accounts. Collect and organize pictures and material for communications, create and schedule daily posts.
 - Develop and implement social media goals and plans, analyze the efficacy of our social media presence, and prepare reports.
- Perform administrative duties such as file and document preparation and communication liaison for the Executive Director.
- Other duties as assigned.

Position Requirements:

- BA preferred with minimum of 1-3 years of experience in nonprofit fund development.
- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Excellent customer service abilities.
- Excellent reading, writing and grammar skills. Both written and verbal.

- Excellent skills and experience with Microsoft Word, Excel, and Outlook, working with databases and internet research.
- Demonstrated team player with a strong collaboration ability.
- Ability to take initiative with projects to work both independently and collaboratively.
- Knowledge of telephone and electronic mail protocol.
- Flexibility in schedule required.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Haven Home reserves the right to revise this job description as needed to comply with actual job requirements.