**Job Title:** Development Assistant **Department:** Development

**Reports To:** Development & Communications Associate **Status:** Exempt/Full-time

**Position Summary:** The Development Assistant will provide a range of support on all aspects of Sarah’s Inn’s fundraising activities including donor relations, event management and communications (print and digital) to further the mission and strategic goals of Sarah’s Inn. The successful candidate will have relevant experience and a demonstrated interest in joining a dynamic team to ensure smooth workflow of Sarah’s Inn’s development department. The Development Assistant reports to the Development & Communications Associate.

**Essential Duties and Responsibilities:** Other duties may be assigned.

* Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented in donor database system.
* In collaboration with Development and Communication Associate, create and manage email and social media posts.
* Assist with event planning and implementation for all special events.
* Ensure data integrity of donor database through accurate data entry and ongoing clean-up.
* Provide weekly reconciliation on bank deposits, ACH and employee giving portals.
* Assist Development Director with reconciling private contributions on a monthly basis with the Accounting Manager.
* Prepare and synthesize donation reports.
* Collaborate and assist Development & Communications Associate with direct in-house mailings (appeals, event invites, special projects, etc.).
* Respond to inquiries regarding in-kind donations in collaboration with the Volunteer & InKind Coordinator, and coordinate recording in donor database and send acknowledgement of donations.
* Assist with preparing materials for meetings, including committee, board and associate board meetings.
* Maintain and organize materials for events, mailings, and Sarah’s Inn collateral material.
* Other duties as assigned for special projects.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

* Bachelor’s degree required.
* 3-years of nonprofit experience in relevant areas such as development, communications, marketing, and social media.
* Proficiency with Microsoft Office programs (Word, Excel, etc.)
* Experience with donor databases and design software, such as Canva, preferred.
* Availability to work some evening and weekend hours.

**Knowledge and Skills:**

* Commitment to Sarah’s Inn’s mission and anti-violence.
* Excellent communication, organizational, writing and proofreading skills.
* Ability to problem solve and make decisions individually and/or within a team and take necessary action.
* Ability to communicate effectively in diverse and persistent situations.
* Ability to prioritize and handle a variety of tasks and be self-directed.
* Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, volunteers, interns, government officials, community partners, organizational donors, media.
* Commitment to and experience in working with people from diverse cultural, ethnic, social economic backgrounds and lifestyles.
* Valid driver’s license, current insurance and reliable car.

**Success Factors/Job Competencies:**

* Integrity& Ethics – models Organization’s Vision, Mission & Values
* Collaboration & Teamwork – embraces an inclusive workplace
* Innovation/Continuous Improvement – finds innovative ways of executing work
* Job Knowledge/Technical Expertise – demonstrates a clear understanding of and executes roles and responsibilities
* Time Management/Productivity/Accountability – manages time and resources effectively
* Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
* Communication – Strong written and oral skills
* Colleague Development - provides guidance, encouragement and feedback to subordinates for professional growth

**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision and distance vision.

**Performance Standards:**

* Annual performance evaluation
* Attainment of annual goals established between supervisor and incumbent

**Approval/revision date:** March 2024

**To apply** send your cover letter and resume to: [employment@sarahsinn.org](mailto:employment@sarahsinn.org) with the subject line: Development Assistant.