

**Position:** Development Assistant  
**Reports to:** Development Director  
**Schedule:** Part-time 20 hours/week, on-site

The Development Assistant plays an important role in providing support in all KinderMourn fundraising activities. He/she provides overall management and accountability for donor-related data, documentation, tracking and oversight of database including accuracy, timeliness and management of donor records and donations; produces reports and maintains the confidentiality of donors. Responsible for administration of the Raisers Edge database, accuracy of stewarding of donor contributions, and donor reports. He/she supports the organization's general development activities and special events.

## **Major Responsibilities:**

### Database

- Perform data entry and record management, ensuring accuracy and consistency.
- Manage gift acknowledgment processes, ensuring timely and accurate recognition of all gifts.
- Create reports/queries as needed to support the development function; convert database information into workable data for other team members. Share regular and timely reports about giving trends and opportunities.
- Responsible for bank deposits.
- Maintain online donation process.
- Create and maintain procedures on the usage of donor database processes.
- Work in conjunction with finance to ensure daily, monthly, and annual reconciliation between donor and financial database system.

### Special events

- Participates in the implementation of three annual events - Tee Off for Hope Golf Classic, Healing Hearts event and Hope Floats Duck Race
- Manages permanent records and notebooks for the events

### Volunteers

- Work with development and program staff to develop and coordinate KinderMourn volunteer program.
- Provide volunteer recognition and appreciation.
- Coordinate United Way campaign request for Speakers and Agency fairs.

### Other

- Support team at agency functions including, third party events, marketing/fundraising events, and volunteer efforts.
- Attend staff meetings/trainings and other meetings as required.
- Provide general office support and other administrative tasks as requested

## **Knowledge, Skills & Abilities:**

An ideal candidate has Raiser's Edge database expertise, excellent spoken and written communication skills, interest and knowledge of special events planning, Microsoft Office competency, commitment to highest standards of customer service, understanding of the KinderMourn mission, and non-profit (preferably Development) work experience.

Attention to detail, excellent follow-through, and ability to prioritize workflow is a must.

Occasionally work schedule will include evenings and weekends.

Must have own transportation, ability to lift and carry parcels of up to 25 pounds, climbs stairs, and work in an environment of moderate noise levels, and use up-to-date technology and software on a daily basis.

This job description is subject to change at any time.

**To Apply:** Email a resume and description of why you are interested in working at KinderMourn to [sarah@kindermourn.org](mailto:sarah@kindermourn.org)