

INTERFACE CHILDREN & FAMILY SERVICES JOB DESCRIPTION

TITLE: Development Assistant

Hours: Part-time/20 hours

Rate: \$18-\$20

OVERVIEW

The Development Assistant reports to the Director of Fund Development and Marketing and serves as the administrator for the Donor Perfect (DP) donor database. The Development Assistant is responsible for all aspects of the database to assure its quality, consistency, accuracy and utility for the Fund Development and Marketing team. The Development Assistant proactively identifies and implements creative and thoughtful strategies to support fundraising and communications functions for the organization. This position also helps to establish DP policies related to site maintenance, data integrity, staff training, and assists with establishing new operational protocols as needed. Ongoing responsibilities include gift processing, data entry, reporting and other administrative functions. Additionally, this position serves as the primary conduit to the finance department for reconciling gifts on a regular basis. Working closely with the Fund Development and Marketing team, the Development Assistant will provide timely and efficient support necessary to create and maintain positive donor relations.

DUTIES Essential responsibilities and duties may include, but are not limited to the following:

1. Maintain Donor Perfect donor database - Keep data clean and updated by following established data entry protocols, removing duplicate records, updating and tracking individual relationships, and running queries and exports.
2. Develop and implement data entry standards, procedures, and best practice guidelines and support adherence to these standards throughout the department.
3. Process donations including entering gifts into the database, transmitting payments and payment information to Finance, and processing acknowledgment letters on a timely basis or not later than 72 hours; track pledges and other special gifts.
4. Appeal processing and special gift promotions - Process appeal gifts and special gift promotions; oversee specialty donor mailings and honorarium gifts; produce appeal and special gift reports.
5. Gift Receipt Letters - Maintain updated donor receipt letter templates and other types of thank you letters on a quarterly basis or as needed.
6. Mailing lists – Prepare all mail and email lists from Donor Perfect; use historical data analysis to make recommendations for the target audience.
7. Reporting - Develop and produce monthly status reports; design and implement database queries and data exports to analyze giving trends and outcomes as needed for departmental use.
8. Gift coding and reconciliation with Finance – Provide gift coding on a regular basis and participate in weekly, monthly, and year-end gift reconciliations with Finance.
9. Database cleanup – perform regularly calendared audits and cleanup projects to maintain database consistency and integrity.
10. Provide support for other special projects as assigned to maintain positive donor relations.
11. Other duties as assigned.

QUALIFICATIONS

Bachelor's degree or equivalent experience. 2-3 years administrative experience. Nonprofit or comparable setting preferred. Knowledge of Donor Perfect or comparable donor database; excellent interpersonal, written, and verbal communication skills; working knowledge of Outlook, Word, Excel and Mail Merge required. Must be detailed-oriented, organized and able to multi-task in a fast-paced environment working with a dynamic and creative team. Requires reliable transportation, auto insurance, a valid California driver's license and the ability to maintain an acceptable driving record as required by our insurer. Maintain a successful background and criminal clearance required.

If you are interested in this employment opportunity listed here, fax your resume with a letter of interest to 805-200-3765, [e-mail](#) it to us, or mail it to:

Interface Children & Family Services
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