

**Job Title:** Development Assistant – Part Time

**Job Summary:** Vera Lloyd Presbyterian Family Services, a leader in providing residential care services to children in need seeks a part-time Development Assistant available to work 15 hours per week. This position reports to the Director of Development and is based in our Little Rock office. The Development Assistant is responsible for ongoing administrative and fundraising tasks, including management of fundraising recordkeeping of institutional, individual and organizational donor records; preparation of acknowledgement communications; preparation of development reports and mailings; donor relations and support; prospect research; and assistance on special events. Salary \$15-17 an hour based on experience. Schedule negotiable.

**Duties and Responsibilities:**

1. Maintain accurate and up-to-date records in Vera Lloyd’s Raiser’s Edge database.
2. Generate donor acknowledgements letters in a timely fashion.
3. Responsible for gift processing, including liaising with the Finance Department.
4. Build positive relationships with donors and provide phone support for donor inquires.
5. Engage with program service staff to gather metrics and success stories that enhance appeals, requests and reports.
6. Assist with invoicing and solicitation mailings, including appeals and newsletters.
7. Collaborate with the Development team to ensure timely updates to the Vera Lloyd database for all e-communications and mailings.
8. Participate in Continuous Quality Improvement related activities and initiatives.
9. Assist with the coordination of special events for donor cultivation, fundraisers, and member events.
10. Other duties as assigned.

**Essential job functions:** *Duties 1-8 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

**Minimum Qualifications:**

1. Bachelor’s degree or three years of similar administrative experience is required (experience working at a nonprofit agency is a plus).
2. Candidate must demonstrate proficient computer skills using Microsoft Office and prior proven track record in constituent database (CRM) software required. Raiser’s Edge experience strongly preferred.

3. The position requires excellent oral and written communication skills, excellent organizational skills with attention to detail.
4. Candidate must possess the ability to maintain confidentiality and have a professional demeanor.
5. Previous experience in special events and/or social media a plus.

**Professional Skills and Personal Characteristics:**

1. Dedication to confidentiality in all areas.
2. Be a person of high morals and integrity, both personally and professionally.
3. Have a willingness and desire to work as a team.
4. Be a positive advocate for the Agency and honor its mission.
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions.
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail.
8. Exhibit responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently.
9. Communicate effectively verbally and in writing.

**Other:**

1. Adheres to all Agency policies and procedures.
2. Successfully passes random drug screenings.
3. Ability to travel and work a limited number of nights and weekends.
4. Possess a valid driver's license.
5. This position will have a ninety-day probation period.
6. This position description will be reviewed annually as part of an annual performance evaluation.
7. Regular and consistent attendance is a condition of continuing employment.

**This job description is subject to change at any time.**

**Interested candidates should send a cover letter and resume to [kathyfrench@veralloyd.org](mailto:kathyfrench@veralloyd.org). Applications accepted until 10/12/2018.**

*Vera Lloyd Presbyterian Family Services, Inc.  
is an equal opportunity employer and provider.*