



Organization: Amos House

Job Opening: Development Assistant

Department: Development

Reports to: Director of Development

Position Summary

The Development Assistant is responsible for all donor record management and administrative aspects of development and marketing activities, as well as managing the volunteer schedule for the Amos House Soup Kitchen.

Scope and Impact

The Development Assistant plays an important role by providing administrative support to the Development Office and participating in all fundraising activities including donor and public relations, direct mail appeals, and special events.

Principle Accountabilities

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other database reports as needed.
- Update and correct database records.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing lists for spring and year-end appeal letters.
- Manage the volunteer schedule for the Soup Kitchen calendar.
- Maintain guest lists, registration materials and other duties as assigned for fund-raising events.
- Other duties as assigned by the Director of Development.

Possible performance measures:

- Number of donations processed and acknowledged within 24 to 48 hours.
- Success in maintaining accuracy of database records.
- Accuracy of fundraising reports.
- Success in coordinating the production of direct mail appeals.
- Success in maintaining donor hard copy files.

Education, Experience, and Knowledge

- Associate's or bachelor's degree in a related field.
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel and PowerPoint
- Database management experience –Blackbaud Raiser's Edge required
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Ability to understand and adhere to high levels of confidentiality
- Excellent interpersonal skills
- Candidates must be comfortable working with a diverse staff and clientele
- A passion for Amos House's mission of providing life-changing opportunities to those in need.

We are seeking a team player who is passionate about organizational excellence and committed to Amos House's mission and vision.

Amos House encourages a diverse work environment and is an equal opportunity employer. We offer excellent benefits and a competitive salary.

Please submit resume and salary requirements to:

Jessica Salter
Director of Development
460 Pine Street
Providence, RI 02907
jsalter@amoshouse.com

Amos House is a multi-faceted social service agency located in South Providence. In addition to operating the largest soup kitchen in the state, Amos House provides assistance to approximately 15,000 people each year; operates two job training programs; provides housing for 200 men, women, and children; and operates social enterprises focused on creating jobs for the unemployed.