TITLE AND CLASSIFICATION
Development and Marketing Assistant
Non-Exempt (Hourly)

SUMMARY: Under the direction of the Senior Director of Development, coordinates and assists with donor and fundraising activities, marketing and communication functions supporting agency goals, ministries and development efforts.

RESPONSIBILITIES:
• Assists the Senior Development Director and the Development Coordinator in developing and implementing fundraising tactics to support the work of the agency. Is involved in the planning and execution of all fundraising activities.
• Enters donor information in Raiser’s Edge and exports statistical information from database and compiles into readable reports to be used for analyzing all aspects of development and marketing.
• Assists with the processing of mail, batching contributions in Raiser’s Edge database, and creating acknowledgement letters for all donor gifts.
• Coordinates the process of receiving, tracking and distributing in-kind donations throughout all Catholic Charities’ ministries.
• Assists in executing the development stewardship program as outlined by the development team.
• Administrative support with the board development committee and the shelters advisory council, including minutes, agendas, acknowledgements and other duties as assigned.
• Assist Marketing Team with various communications and marketing functions, supporting the goals of the Marketing/Communications department. This includes writing copy or updates for marketing materials, assisting with press kits, writing articles, organizing and maintaining printed material and clippings and creating flyers and supplemental marketing pieces.
• Assist with regular web site updates, additions and enhancements through writing and research.
• Support the agency’s social media calendar by obtaining appropriate content from ministries with posts, pictures and monitoring inbound messages.
• Assist in placing advertisements and news release information as assigned.
• Assist in distributing the agency newsletter, print and e-mail versions.
• Maintain community media and marketing contacts. Develop process to maintain updates.
• Manages daily work activities including time, materials and expenses to best optimize the resources available.
• Performs other related assigned duties, as needed.
EDUCATION: Undergraduate college degree preferred.

EXPERIENCE: Previous experience in sales, development, event planning and the use of fundraising software.

SKILLS AND ABILITIES: Excellent Word Processing, spreadsheet database skills including ability to create, build and generate reports. Strong organizational, writing and speaking skills to work with staff, volunteers and public. Must be detail oriented with the ability to apply logic and discretion while handling multiple priorities. May make some alterations when following established procedures. Proficiency progress for this position is six months.

COMMUNICATION: Continual communication with staff and external contacts to provide, obtain, or discover information, and advises or persuade.

EXPOSURES: Controlled inside work environment with noise/vibrations from general office equipment. Minimal exposure to fumes/dust/odors.

PHYSICAL DEMANDS:
Work type: Moderate, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
Climbing/Balancing/Freedom to Move: Minimally required to move about office. Sit about 75 percent of time.
Stooping/Bending: Frequently.
Reaching: Occasional, overhead as well as horizontal and down.
Vision: Adequate to perform essential functions.
Color vision: No particular color vision requirement.
Hearing: Frequently perceive nature of sounds by ear.
Speech: Frequently express ideas by means of spoken word.
Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.
Manual Dexterity: Frequently operates equipment requiring moderate ability.
Mobility: Valid Kansas Driver’s License, proof of insurance, reliable transportation.

By signing this Job description, I understand that as an employee of Catholic Charities I am expected to perform in a manner consistent with the stated characteristics as outlined on the Performance Based Evaluation form.

Employee’s signature ___________________________ Date _______________________

Director’s signature ___________________________ Date _______________________