



Development Assistant

Introduction

The Development Assistant works closely with the Executive Director, Development Director, administrative staff, volunteers and donors to ensure good communication and accurate data entry for all donor and volunteer activities. This person helps create the public image of the organization through social media posts, direct donor contact, and volunteer engagement. The individual holding this position must be able to multi-task, be well organized, and be proficient in computer usage.

Wage Range Starts at \$15/hour based on experience. A complete benefit package is included for full-time employees.

Qualifications

- A. High school graduate and two to three years of administrative related experience is desired. College degree preferred.
- B. Must have strong oral and written communication skills, be creative and be proficient in Outlook, Excel, Word, Powerpoint, and social media platforms.
- C. Must have strong organizational skills, be detail oriented, and have ability to complete tasks with limited supervision.

Responsibilities

- A. Maintain agency mailing list and database including preparation of donor records, acknowledgments of gifts, reports to donors, queries for direct mail projects, and summary reports.
- B. Assist with increasing public awareness of Abbott House through a social media presence including Facebook, Twitter, Instagram, enewsletter, video creation and website updates.
- C. Develop and coordinate opportunities for volunteers to become involved with youth and young adults served by Abbott House.
- D. Manage volunteer activities and in kind gift donations.
- E. Assist with donor recognition, special events, and other special projects as assigned.