

## Development Assistant \*Part-Time

**General Job Summary:** The Methodist Children’s Homes is seeking a part-time Development Assistant. This position is primarily responsible for providing administrative support to the organizations fundraising and communication efforts. This includes but is not limited to processing gifts, managing accurate up-to-date donor records and assisting with communication pieces.

**Supervisor:** The Development Assistant reports to the Chief Development Officer

**Major Job Responsibilities:**

- Processing gifts in Raiser’s Edge Software
- Managing accurate, up-to-date donor records, including database maintenance.
- Generating acknowledgment letters, reports and queries in a timely manner
- Assist with the writing and editing of communication efforts through letters, newsletters, e-newsletters, magazine, annual report, website, etc.
- Content updates for social marketing media (e.g. website, Facebook, LinkedIn, Youtube, Twitter, etc.)
- Assisting with special events and projects.
- Compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with the code of ethical principles and stands of professional conduct for fundraising executives.

**Qualifications:**

**Knowledge & Experience**

- Must be twenty-one (21) years of age
- Minimum of 1 (one) year experience in development or communications
- Proficiency in Excel, Word, Constant Contact, & Social Media
- Excellent verbal and written communication skills and effective problem solving skills
- Strong organizational and multi-tasking skills

**Skills/Working Conditions:**

- Must maintain valid Driver’s License and an acceptable driving record
- Must be insurable by Methodist Children’s Homes insurance carrier
- Must be able to work flexible schedule and shifts including nights, weekends, holidays and extended periods of time.
- First Aid, CPR, Universal Precautions, and medication administration
- Must be able to work in a fast paced, high pressure, high stress environment.

**Physical Requirements**

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required
- Have the ability to communicate professionally, in both verbal and written formats, with donors, colleagues, supervisors and community partners.

**I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

