



Development Assistant

Relief Nursery, Inc
Job Description

POSITION: Development Assistant
DEPARTMENT: Development
WORK SCHEDULE: 15 hours/week – Non Exempt
REPORTS TO: Development and Volunteer Director
WAGE: 12.00-15.30

OVERVIEW OF RESPONSIBILITIES: Assist Development office in the coordination of donor acknowledgement, data entry and database management, preparation of mailing lists, and fundraising event support.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Acknowledgment of donor contributions. Prepare correspondence internal and external audiences. Type, format, proofread/edit, and fax/mail correspondence. Merge, print, and mail all acknowledgment letters in a timely manner.
- Maintain donor database. Perform data-entry in fundraising system, including creation of donor contacts and information regarding gifts/pledges, visits and communication; maintain records and mailing lists; create reports.
- Reconcile monthly contribution reports with accounting department.
- Provide as-needed support for the Executive Director and the Director of Philanthropy and Development and Volunteer Director.
- Assist the department in the execution of major fundraising events.
- Other projects as assigned.

MINIMUM QUALIFICATIONS:

- 2+ years experience in an administrative assistant position
- Prior fundraising experience in a non-profit setting preferred
- Preference will be given to candidates demonstrating familiarity with Lane County's community profile, including community leaders, businesses and charitable organizations.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Excellent written and verbal communication skills with a strong customer service orientation
- Superior organizational skills and ability to multi-task: demonstrated ability to manage time and meet deadlines



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- Experience with data entry: demonstrated accuracy and attention to detail
- Working knowledge of Microsoft Excel, Word and Outlook. Web experience is a plus.
- Self-starter able to work independently and as part of a team in a fast-paced environment.
- Demonstrated ability to problem solve and adapt to shifting priorities.
- Excellent interpersonal skills; demonstrated ability to interact with donors, board members, staff and general public.
- Ability to maintain a high degree of confidentiality.
- Available for occasional overtime evenings and/or weekends for special fundraising events.

RELIEF NURSERY IS AN EQUAL OPPORTUNITY EMPLOYER

To Apply:

Please submit a cover letter and resume to Dani Smith, Director of Administration & Human Resources, danism@reliefnursery.org
Position Open Until Filled.