



Development and Volunteer Assistant Job Description

Hours per week	30 hours/week (0.75 FTE)
Supervised by	Development and Volunteer Director
Location	Eugene
Starting wage range	\$16.43-\$17.93, depending on qualifications

Overview

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.

RESPONSIBILITIES

The Development and Volunteer Assistant manages and coordinates our donor acknowledgement process, including data entry and database management, preparation of mailing lists, and fundraising event support. The position also supports the Volunteer Coordinator with data entry and general office tasks related to Relief Nursery's Volunteer Program and the holiday giving program.

DUTIES

- Timely acknowledgment of donor gifts. Format, proofread and edit correspondence. Merge, print, and mail all acknowledgment letters in a prompt manner
- Respond quickly to requests from donors and visitors in a professional and welcoming manner
- Maintain Relief Nursery's 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 donor reports
- Reconcile monthly reports with Accounting department and work to resolve errors quickly and accurately
- Keep thorough, accurate and organized digital and paper records of all gifts
- Assist with annual audit of donation records
- Assist Main Event Coordinator with auction data entry
- Provide additional support for the Executive Director, Director of Philanthropy and Development and Volunteer Director, as needed
- Assist the Development department in the preparation, execution and wrap up of all major fundraising events
- Coordinate sponsor invoice process for Main Event, and other fundraising events as needed



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- Assist the Volunteer Coordinator with entering volunteer hours into database, maintaining files, processing new volunteers, and volunteer acknowledgment
- Assist Volunteer Coordinator with Holiday Giving Program
- Available for occasional evenings and weekends for special fundraising events
- Occasional errands as needed

SKILLS AND ABILITIES

- Excellent written and verbal communication skills
- Excellent interpersonal skills, including verbal and nonverbal communication, the ability to handle conflict, teamwork, empathy, listening, and a positive attitude
- Proficient computer skills including Microsoft Office applications, Outlook, and database management
- Familiar with basic accounting processes and procedures
- Complete assignments and projects with a high degree of accuracy
- Work independently and as a team member
- Problem solve and develop creative approaches
- Manage and prioritize multiple tasks and deadlines
- Respond to requests from multiple sources in an organized and timely manner

MINIMUM QUALIFICATIONS

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- 1 year of experience in an administrative assistant role or similar position
- Strong customer service background
- Excellent interpersonal skills; demonstrated ability to interact with donors, board members, volunteers, staff and general public
- Excellent written and verbal communication skills
- Superior organizational skills and ability to switch between a variety of tasks efficiently
- Demonstrated ability to manage time and meet deadlines
- Experience with data entry; demonstrated accuracy and attention to detail
- Proficient using Microsoft Excel, Word and Outlook
- Self-starter able to work independently and as part of a team in a fast-paced environment
- Demonstrated ability to problem solve
- Ability to maintain a high degree of confidentiality



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PREFERRED QUALIFICATIONS

Preferred qualifications refer to job-related education or training, experience, skills, etc. that are beneficial to the position and Relief Nursery, but not a requirement for the position.

- One year prior fundraising or non-profit experience
- Associate's or Bachelor's degree in relevant field
- 2 or more years of experience in an administrative assistant role or similar position
- Bilingual in English and Spanish

Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

Interested applicants, please email resume and cover letter to:

Amy Beauchamp, Development and Volunteer Director, at amybe@reliefnursery.org

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required.
Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace