



DEVELOPMENT ASSISTANT

PRIMARY PURPOSE

The role of the Development Assistant is to promote the agency's mission through engaging in fundraising and marketing initiatives with the purpose of increasing interest and revenue as well supporting the Development Manager through a variety of administrative tasks.

RESPONSIBILITIES

Key functions include assisting the Development Manager with donor and donor database management; grant management; volunteer management; special event management; and marketing activities that include social media, website management, and preparation of newsletters, reports and other communication documents. Acts as a representative of the agency. Works under the supervision of the Development Manager and employs independent judgment to plan, prioritize, and organize diversified workload.

DUTIES

- Assist in planning and implementing organizational events, including Simply Savory, Highmark Walk, and others;
- Oversee volunteer intakes, orientation, assignments and support;
- Maintain all agency social media accounts as well as the agency's website (projecteaston.org);
- Assist in managing the donor database and running data reports;
- Assist in researching, organizing and reporting on grants and contracts;
- Assist in the production of newsletters, brochures, email campaigns and all other organizational communications;
- Oversee development office record-keeping and other clerical duties;
- Assist the Development Manager in all other development activities as assigned.

Qualifications for the positions are as follows:

- Excellent written and verbal communication skills;
- Excellent organization skills and attention to detail;
- Excellent ability to manage time and multitask;
- Experience facilitating groups and planning events;
- Ability to collaborate with others as well as work independently;
- Knowledge of MS Office programs including Word, Excel, PowerPoint and Publisher;

- Knowledge of WIX and website management software;
- Knowledge of photography and graphic design;
- Bachelor's degree preferred.

ESSENTIAL FUNCTIONS

- **Communication:**
 - Talking, listening and/or signaling people to convey or exchange information
 - Conveying direction to others clearly
 - Negotiating through the exchange of ideas, information, and opinions with others to formulate procedures and/or jointly arrive at conclusions, solutions, and/or solve disputes
- **Sound:**
 - Ability to adequately hear conversation in a variety of ambient noise levels
- **Vision:**
 - Regularly uses visual perception
- **Mental Functions:**
 - Performs basic mathematical computation
 - Gathering, collating, and/or classifying data
 - Reporting and/or carrying out a prescribed action in relation to an evaluation
 - Prioritizing multiple responsibilities and/or accomplishing them simultaneously
- **Physical Activity:**
 - Frequently moves, opening/closing and locking/unlocking doors, and opening/closing drawers
 - Regularly remains in a stationary position for up to an hour at a time
 - Occasionally grasps, lifts and transports items up to 35 pounds
- **Office Equipment:**
 - Frequent operation of a computer which includes the ability to access, input, and retrieve information and utilize a computer printer
 - Regular operation of a telephone, copy machine and fax machine

HOURS: Hourly, non-exempt. 30 – 37.5 hours/week, with ability to flexibly schedule hours to accommodate events and presentations.

INTRODUCTORY PERIOD: 3 months

TO APPLY: Send cover letter and resume to January Misero, Development Manager, jmisero@projecteaston.org.