

The Women's Home Job Description

Title of Position: **Development Associate**
Reports to: **Director of Grants & Database Management**
Status: **Part Time**

Do you want to make a tangible difference in our community? Do you have the skills and enthusiasm to help raise much needed funds for women in crisis as you watch them make positive and sustainable changes in their lives? If yes, then this is the job for you! The Development Associate will be charged with all aspects of supporting the fundraising team. Join the Women's Home Development team if you want to advance your career while working for a legendary, four star rated charity. You will have the opportunity to work with a passionate staff, seasoned donors and volunteers. For over 60 years, The Women's Home has been helping women build whole lives. Through our WholeLife® Model, we address all aspects of a woman's life as she walks the challenging path of recovery. By working at The Women's Home, you will gain a wealth of experience and knowledge as it pertains to both mental health and substance abuse recovery. The Women's Home has strong roots in the past with a compelling vision for the future. Come make a difference with us.

I. General Responsibilities

A. Gift Processing:

1. In collaboration with Executive Assistant, participate in daily processing of mail (open, stamp, and copy incoming gift documentation as appropriate)
2. Enter and track all gifts as outlined in The Women's Home procedures.
3. Process daily gifts in a timely and accurate fashion to adhere to the 72-hour turnaround policy for receipting/acknowledging.
4. Produce/generate acknowledgement letters for all gifts received in a timely and accurate fashion.
5. Analyze gifts to determine appropriate campaigns, funds, appeals.
6. Verify and process corporate matching gifts for submission to the matching agency.

B. Data Entry and Management:

1. Create queries and produce various reports pertaining to the gift entry process; submit and distribute various reports to Development Team and Finance Office.
2. Assist in maintaining the accuracy of the Raiser's Edge database system including keeping mailing lists and donor information current.
3. Add new constituent records to database as needed, analyze information and populate all appropriate data fields where information is available.
4. Assist in updating gift processing policies and procedure manuals as necessary.
5. Pulling mailing list for appeals as needed.
6. Available to development department for other clerical support as needed and perform related duties as assigned.

C. Development Support Activities

1. Manage reservations for special events, including Raiser's Edge and Auction Tracker, and special requests of guests/attendees.
2. Assist with mailings, invitations, communication materials for special events and appeals.

III. Qualifications

- A. High school diploma or equivalent. Four year degree preferred.
- B. 1 - 2 years of data/gift entry experience in similar environment.
- C. Must be proficient in use of Microsoft Office products and Raiser's Edge (or equivalent donor database software). Experience with Raiser's Edge is preferred.
- D. Experience with Crystal Reports a plus.
- E. Must be accurate, detail-orientated and have excellent organizational skills.
- F. Ability to work as a team member with a variety of people.
- G. Person in this position must be able to sit, stand, bend, stoop and use desktop technology for long periods of time. They must be able to lift up to 20 lbs.