



CAPTAIN

Community Human Services

Job Title: Development Associate (Part time, Non-Exempt)

Program: Administration

Job Category: Associate

Provides program and clerical support to Directors or Managers. Duties will be program specific and may include filing, answering phones, recording and inputting data, working with clients/customers, stocking shelves, accepting payments by cash, check or credit card, cleaning.

Hiring Range: \$13/hour

Reports to: Development Manager

Job Summary: The Development Associate provides support and assistance to the Executive Director, Director of Philanthropy and Development Manager.

Duties and Responsibilities:

- Assist in all aspects of special event coordination including sponsorship, honorary committee and auction procurement and follow-up, oversight of all printing orders and other events-related tasks.
- Maintain NeonCRM database.
- Timely production and mailing of thank you letters to all donors.
- Updating, maintaining an inventory and ordering marketing materials for all programs, business cards, letterhead and envelopes using InDesign.
- Researching and working with vendors to insure quality and best price for all printed materials and awards.

REQUIRED SKILLS:

- Basic knowledge of fundraising and marketing.
- Event management experience.
- Positive, “can-do” attitude coupled with strong work ethic.
- Ability to organize and prioritize work.
- Ability to work in a team setting and accept constructive criticism.
- Ability to follow explicit instructions.
- Comfort working with and managing new technology applications.
- Working knowledge of NeonCRM or similar, Microsoft Office and the Internet.

QUALIFICATIONS:

- High school diploma or equivalency.
- A minimum of one year of administrative experience preferred.
- Must be able to lift and carry twenty pounds.

EMPLOYER DISCLAIMER:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____

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