ST. ANNE SCHOOL

JOB DESCRIPTION
Development Assistant

RESPONSIBILITIES:
- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Employee Handbook
- Attends faculty and administrative meetings as needed

DEFINITION:
The Development Assistant will serve as a member of the Development Department and report to the Development Manager. The Development Assistant is responsible for the integrity of the Raiser's Edge database, maintaining accurate donor/development records, and supporting the Development Department's fundraising efforts, including all donor appeals and Gala. Responsibilities include, but are not limited to, the following:

DUTIES:
- Maintain accurate records and manage database organization in connection with gift processing to support the Development Department's fundraising efforts, including annual Knights' Fund, Festival of Knights Gala, and capital campaign
- Responsible for the integrity of fundraising database, ensure accurate recording of all donations, providing support at events
- Utilize Raiser's Edge, GiveSmart, CORE, and other software programs to capture and enter, retrieve, calculate, code, and report data
- Review and manage fundraising data and lists for accuracy and ensure confidentiality
- Develop and produce a variety of reports including mailing lists, donor recognition lists, data files, prospective donor lists, donor portfolios, donor profiles, and other information using reporting tools for all fundraising initiatives
- Perform data entry to ensure accuracy and relevant biographical and demographic information for donors, volunteers, and other constituents
- Assist with the processing, recording, and acknowledgment of all gifts, pledges, and payments received
- Work with development and communications staff to oversee online giving pages on the SAS website, which includes processing credit card gifts received online and by mail
- Enter meeting notes into records, and other requested reports to enable usage of prospect research data.
- Regularly manage updates to the constituent database and constant contact mailing lists to ensure all contacts are properly moved through the development process and coded appropriately
- Assist with the Annual Fund and all Appeals which may include letters, emails, and phone calls to families and donors
- Assist with special events planning, preparation, execution, and processing of online RSVPs
- Compile and create folders and marketing materials for development prospect meetings

- Assist the Development Department with the following duties: scheduling meetings, calendar, contacts maintenance, meeting preparation, and follow-up
- Process check requests for department expenses

QUALIFICATIONS:
- Bachelor's degree preferred
- Knowledge of fundraising principles and practices
- Experience developing and maintaining relationships with program and administrative staff
- Self-starter who can drive the process and procedures for the development department
- Ability to oversee and prepare complex database queries, exports, imports, and custom reports in multiple donor databases
- Ability to handle sensitive information with discretion
- Ability to use critical thinking to navigate and analytically solve complex problems
- Comfort with communicating ideas and recommendations clearly
- Is highly organized and systematic, with superb attention to detail and the ability to prioritize and complete tasks with a high degree of accuracy
- Data entry experience required
- Skilled in the use of Microsoft Office Excel and Word

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Full-time: Twelve-month, hourly employee, hours ranging from 30-40 hours, Schedule C

Reports to: Development Manager

This is full-time position as we're looking for an hourly, non-exempt positions starting at $22 an hour up to $28 an hour depending on education and years of experience. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.