

## Job Description

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**Job Title:** Fundraising Assistant  
**Department:** Development  
**Reports To:** Director of Development  
**FLSA Status:** Nonexempt

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### Summary:

Provide part-time general fundraising support to the Development Department team in cooperation with the Event Coordinator, Administrative Assistant to the Director of Development.

### Essential Duties and Responsibilities:

- Open and distribute Council mail, prepare mail log.
- Scan daily fundraising receipts and backup documents to Database Manager for entry into fundraising database.
- Assist with data entry.
- Review, print and mail weekly donor acknowledgement letters.
- Review, print, and mail monthly pledge reminders.
- Provide administrative assistance with annual fundraising events including Sports Breakfast, Sporting Clays, and the Golf Classic.
- Scan and organize a variety of historical files.
- Other duties as assigned.

### Necessary Skills:

- Must be detail oriented, flexible and highly organized.
- Excellent written, verbal communication, and interpersonal skills with a customer focus.

- Flexible, self-motivated individual with proven time management skills.
- Ability to handle highly confidential information with strictest security.

### **Qualifications:**

- Intermediate to advanced skills in Microsoft Word, Excel and Outlook.
- Minimum typing skills of 60 wpm.
- Previous Blackbaud CRM or other database management software experience a plus.

### **Education and/or Experience:**

Two years related experience or training using Microsoft Word, Excel, and Outlook. Previous experience working in a non-profit fundraising department highly desirable, but not required.

### **Compensation:**

This is a part-time, in-office position, 4 hours per day, 20-25 hours per week. The Council's standard office hours are 8:00am - 5:00pm, Monday through Friday. The pay range is \$16.00 - \$18.00/hour depending on previous experience and education. Benefits include paid sick leave.