

Job Title: Development Associate – 35 hours/week

Regular Full Time

Range Minimum: \$12.99 minimum

Non-Exempt Position

Opening Date: January 15, 2010

Closing Date: February 19, 2010 (Open until filled)

PRIMARY RESPONSIBILITIES:

- Provides administrative and technical support for Development Department to meet departmental goals. Provides quality service in accordance with the League's mission, goals and management philosophy.
- Enters white mail donations, including vehicle donations, workplace giving, matching gifts, foundation and estate gifts, special event ticket purchases and other donations, sponsorships, calendar donations and sales, and other miscellaneous donations that are received in the mail. .
- Enters direct mail gifts in Raiser's Edge database (constituent records and monetary batch information) for daily donations.
- Generates, acknowledges and mails donor correspondence for gifts under \$250. Works closely with department staff and volunteers to ensure donors are acknowledged according to established standards and gifts are accurately recorded in database.
- Assists with special projects as directed by the Annual Gifts Manager and other Development staff, including assistance with day-of projects for special events.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or GED equivalent.
- Accurate typing speed of 70 words per minute.
- Computer proficient in Windows programs. One year experience in database management.
- Excellent communication skills. Detail oriented. Must be able to maintain confidentiality.
- Desired: Prior experience using Raiser's Edge and Microsoft Office programs. Previous fund raising experience maintaining a large volume database in a non-profit environment.

WORKING CONDITIONS:

Performs most work in an office setting. Although majority of work will be completed in an office setting at time may work in an area with a high noise level and potentially subject to animal bites and scratches. Occasional lifting up to 25 lbs. with reasonable accommodations. Expected to work extended hours as needed.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

- **Current Employees:** Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**
- **All Other Applicants:** Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org

