



JOB TITLE: Development Assistant

FLSA STATUS: Non Exempt

REPORTS TO: Director of Development and Marketing

Position Summary

The Development Assistant is a part-time (25 hours per week) year-round position responsible for supporting activities and projects in the Development Department. The Development Assistant will be supervised by, and work closely with, the Director of Development and Marketing. The primary responsibilities are in support of the individual giving efforts including, but not limited to, prospect research, data entry, report generation and assisting with fund raising events and activities.

Duties and Responsibilities:

- Enter data into the Raiser's Edge database, such as contact information, donor research notes, updating action records, prospect status and other information, according to organization policies and procedures
- Maintain systems to provide timely and accurate information to enhance donor and prospect relationships
- Provide useful donor information to solicitors, Development staff and Executive Director
- Produce reports as directed
- Maintain records and files

Knowledge, Skills, and Abilities:

Education/Training: Associate Degree preferred with relevant coursework in data management, information systems or related field.

Experience: Two or more years of development experience with data entry and well-developed computer skills. Experience with Raiser's Edge 7 preferred.

Skills and Abilities:

- Ability to accurately track and record details
- Ability to follow standard processes and procedures
- Ability to interpret instructions, prioritize and execute in a timely manner
- Skilled in organization and time management
- Ability to work in a rapidly changing environment
- Skilled in interpersonal communication
- Ability to make decisions based on analysis and judgment
- Ability to maintain high ethical standards and confidentiality
- Knowledge and understanding of the Moves Management cultivation and stewardship process
- Knowledge and understanding of fund development and communications

Working Conditions:

Job Conditions/Work Location: Open office workspace with active team atmosphere

Physical Requirements: Sitting for prolonged periods, typing on a computer keyboard, lifting objects of 25 pounds or less

Equipment Used: Computer, audio-visual systems, printer/copier

Supervisory Responsibilities: Supervises volunteers occasionally

How to apply:

Please visit www.urbanecologycenter.org/jobs.html for application information. To apply online, be prepared to attach: 1) a letter of interest, 2) a resume, 3) an application form and 4) current contact information for 3-5 references. These should be sent to Nancy Spransy, Human Resource Specialist, (nspransy@urbanecologycenter.org).

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

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