



Voices for Children, Inc. Job Description

Job Title: Development Team Assistant

Classification: Nonexempt, Part Time

Reports To: Development Director

Qualifications: HS Diploma or GED and/or coursework in communications, marketing, social work, or office administration. At least 2 years of experience as a secretary/receptionist in a service agency or experience in a highly responsible administration or communications/marketing role preferred. Detail-oriented with a proactive approach to problem-solving. Excellent organizational and time-management skills, strong written and verbal communication skills. A high degree of responsiveness and independent judgment to plan, prioritize, and organize daily. Proficiency in Google Suite, Canva (and/or other design programs), and social media platforms. Reliable transportation and a valid driver's license are required.

Summary of Responsibility:

The Development Team Assistant is primarily responsible for providing support to the Development Director and Development Team members. Duties include but are not limited to providing creative and administrative support to the Development Team for all campaign and volunteer recruitment, engagement, and training activities. Assist in planning, implementing, and evaluating communication strategies, including public relations, media relations, and internal communications. Assist with coordinating media and public relations for the various resource development events throughout the year, recruitment initiatives, and media content. Management of donor software and assisting the Development Director with donor and sponsor communications.

Essential Responsibilities and Duties:

- Participate in the planning and implementation of communication strategies to further VFC's mission and manage content for social media and website, including updating the website regularly to ensure accurate and up-to-date information.
- Manage donor software, including the entry of deposits, management of donor contact information, and generation of donor acknowledgment.
- Utilize donor database in the preparation and analysis of donor reports, entry of donor prospects, and management tracking
- Assist the Development Team in the planning and execution of special events, including fundraising events, community outreach, and volunteer recruitment and retention events.
- Assist the Development Director with newsletters in areas of content, layout, and publication, as well as contribution of ideas and authoring articles.

Voices for Children, Inc. is an equal opportunity employer and does not discriminate against any individual, employee or application on the basis of race, national origin, religion, sex, sexual orientation, gender identity, gender expression, age or disability.

- Assist training manager with advocate pre-service training activities

Other:

- Answer phones in a timely and courteous manner and relay messages within the same business day.
- Other duties as assigned by the Executive Director or Development Director.

Physical Requirements and Work Environment

The Development Team Assistant will spend time in the office that could involve intermittent physical activities including bending, reaching, sitting, and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. This is not a remote position.

Employee Signature

Date