

Job Posting

Position: Development Assistant

Full-time

Exempt

SUMMARY

Supports Development and general operations by performing the following functions at the direction of the Development Manager. Assists with organizing annual giving and donor initiatives, participating in the cultivation and solicitation of donors, and provides general operational or strategic support to other Development Department activities. Must be able to work a flexible schedule when necessary to accommodate appointments, events or campus activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES the requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties and responsibilities include, and are not strictly limited to, the following:

- Identifies and cultivates volunteer opportunities and relationships, and organizes volunteer participation and activities.
- Maintains volunteer records, including electronic data in DonorPro database, and generates volunteer reports.
- Performs data entry of all donations and mailing receipts accordingly.
- Tracks incoming in-kind donations.
- Develops and maintains templates for donor appeal letters, invitations, and reports.
- Coordinates the planning and execution of the annual holiday giving program.
- Solicits individuals and corporations for monetary and in-kind support.
- Assists the Manager in planning, organizing, and executing Development activities, including special events.
- Researches, coordinates, and assists the Manager in finalizing grant proposals, reports, and grant compliance materials in a timely fashion.
- Identifies and coordinates community service and “curb appeal” projects appropriate for residents, or in some cases volunteers, such as gardening and grounds upkeep.
- Assists the Manager in implementing development strategies and objectives for MHY Family Services.
- Assists the Manager with the annual fund campaign, related reports, and marketing materials.

- Assists the Development Manager as needed with proofreading and clerical support.
- Coordinates bulk mailings.
- Assists the front desk Administrative Secretary with the distribution and organization of in-kind donations.
- At times provides support and coverage to the Administrative Secretaries at the front desk and in Administration.

SUPERVISORY RESPONSIBILITIES

This position has no direct supervisory responsibilities of staff. May at times be responsible for overseeing volunteers.

EDUCATION and/or EXPERIENCE

Minimum of an Associate's degree required with at least three years prior administrative support experience, or equivalent combination of education and experience. Must be 21 years of age with current Act 33, 34 and FBI Clearances. Must possess demonstrated PC skills including common MS Office applications including Word, Publisher and Excel. Experience with the use of Social Media (Twitter, Facebook, MHY Website, etc.), and versed in data manipulation and reporting. Some graphic design experience a plus. Current PA state driver's license with an insurable driving record required. Additional training or licensing as required by regulations, or as deemed necessary by the Executive Director or Supervisor.

EOE

All interested applicants should submit an updated resume directly to Ashley Hohman at ahohman@mhyfamilyservices.org by Monday, October 16, 2017.

Please contact Ext. 240 if you have any questions.

All initial inquiries regarding internal job opportunities are confidential with the inclusion of the hiring supervisor.