

Position Title:	Development Assistant	Department:	Development
Reports to:	Lead Development Officer	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	August 2019	Status:	Full Time/Temporary

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

The Development Assistant is part of a team working together to support strategic growth through fundraising and streamlined development operations. This position supports a variety of development initiatives including fundraising events, holiday program, volunteer coordination, and communication and social media. This position requires someone who is extremely organized, detail-oriented, and highly collaborative and committed to learning and gaining exposure to many areas of nonprofit fundraising.

Principal Activities:

- Manage all Holiday Program application intakes, sponsors and clients via phone and emails, match sponsors with clients, coordinate donations and process all Holiday Program data.
- Assist with written communication for fundraising and external relations activities including letters, follow-up correspondence, updates, acknowledgements, newsletters, and blog posts.
- Provide support to the development team with all fundraising events and activities.
- Manage various projects independently, and as part of a team.
- Assist in and embrace efficiency through maximized use of technology.
- Demonstrate a high degree of comfort and poise with donors, corporations, and prospects.
- Show the ability and aptitude to steward and leverage current donor relationships.
- Support cultivation of foundation, corporate, and major gift prospects.
- Collaborate on and effectively support all shared development team activities to meet or exceed fundraising goals, including annual mailings, print materials, event materials, and annual fundraising events.
- Others duties as assigned.

Qualifications:

- AA or BA degree in communications, marketing, project management, or other related field preferred
- One or more years of experience in a nonprofit development, fundraising or related role preferred
- Proficient in MS Office tools and with electronic documentation processes

- Excellent customer service skills with a professional and friendly demeanor, and ability to maintain confidentiality
- Strong organizational skills, attention to detail and drive for accuracy; ability to prioritize and problem solve with tact and diplomacy
- Achievement-oriented and able to meet deadlines while managing multiple projects
- Strong communication in writing and verbally, with excellent interpersonal skills
- Energetic team player willing to help wherever needed
- Reliable transportation for occasional local errands

If you wish to apply for this position, please email your resume to:

recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.