

## **Lassen Park Foundation**

### **Development Position-Job Description**

The Development Assistant position will manage gift deposits to the Foundation including analysis and processing of weekly gift batches in FundraiserSelect, a database system, will produce gift receipts, individualized acknowledgement letters, run reports from the database, maintain data integrity and add new data to the database. Additionally, the position will provide support in the areas of events and social media. Reports to the Executive Director.

#### **Duties:**

- Track all donations made to the Foundation on a weekly basis
- Maintain donor records, add new donors, and new gift entries to the database
- Produce reports and assist with general analysis of data as it relates to fundraising and donor recognition
- Produce individualized acknowledgement letters for all donor gifts using mail merge in a timely and accurate fashion
- Assist the Executive Director in balancing gift accounts with the deposit and database records
- Prepare a wide variety of correspondence and reports; drafts memos/letters and email in response to routine questions.
- Work closely with National Park Service staff and Youth Committee to assist with Youth Camping grant letters and group lists
- Conduct follow up phone calls as necessary to Youth Camping Program organizations and donors to confirm information
- Maintain and produce event invitation mailing lists
- Assist in producing letters and envelopes for mass mailings
- Enter returned mail address corrections or other such change of address notification
- Assist with mailing and tracking donor incentives
- Provide administrative support for Foundation events
- Assist with updating Foundation information, donor acknowledgement, and event news utilizing various social media tools
- Perform related duties as assigned.

#### **Knowledge Of:**

- Microsoft Windows computer programs and generation of reports/spreadsheets
- Possess a good understanding of the English language (both written and spoken)
- Experience with fundraising software, a plus.

**Ability To:**

- Perform basic clerical work in a timely manner involving judgment and accuracy with minimal supervision
- Gain working knowledge of database software (FundraiserSelect)
- Maintain records and files, screen incoming telephone calls and visitors, and maintain confidential files
- Prioritize data entry projects and review work for accuracy
- Ability to maintain confidential donor information

**Skills:**

- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Compose and proofread letters and communication
- Organizational skills and detail oriented
- Work well under pressure with periodic heavy workloads

**Education and Experience:**

Any combination equivalent to graduation from high school and one year of experience in general office environment involving considerable computer work. Development/non-profit, event, and social media experience required.

**Environment:**

Office environment; some evening and weekend work related to special events and meetings may be required.

**Physical Abilities:**

Sitting for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials  
Hearing and speaking to exchange information