



## Huckleberry House, Inc. Job Description: Development Assistant

<p>JOB TITLE: EMPLOYMENT STATUS: FLSA STATUS: DATE: APPROVED BY:</p>	<p>Development Assistant Part Time, 20-30 hours per week Non-Exempt January 2021 Sonya Thesing, Executive Director</p>
<p>SUMMARY:</p>	<p>The development assistant assists development manager with marketing plans and tasks, maintains donor records, is responsible for in-kind donations, and manages the agency's volunteer program, and assists with other development projects.</p>
<p>REPORTS TO:</p>	<p>Development Manager</p>
<p>DEPARTMENT:</p>	<p>Administration</p>
<p>SUPERVISES:</p>	<p>N/A</p>
<p>CRITICAL SUCCESS FACTORS (COMPETENCIES) <i>(What knowledge, skills and abilities are needed for success in this position?)</i></p>	<ul style="list-style-type: none"> <li>• Ability to manage several projects at the same time</li> <li>• Enthusiasm for the agency and its mission</li> <li>• Organized, attention to detail and self-directed</li> <li>• Positive approach to people within and external to the agency</li> <li>• Experience and interest in development</li> <li>• Strong verbal, writing, and computer skills</li> <li>• Creativity and problem solving skills</li> </ul>
<p>MAJOR RESPONSIBILITIES / ACTIVITIES <i>(Items in italics do not apply during COVID-19 pandemic.)</i></p>	<p><u>General Development Tasks</u></p> <ol style="list-style-type: none"> <li>1. Receive, record, and acknowledge donations. Prepare tax receipts when required.</li> <li>2. Assist development manager with report creation and data analysis.</li> <li>3. Keep the donor portfolios of the Executive Director and Development Manager accurate and up-to-date.</li> <li>4. Participate in stewardship and cultivation of donors.</li> <li>5. Assist with fundraising and special events as needed, support event committees.</li> <li>6. Serve as contact person for Project Safe Place by conducting annual outreach and maintaining relationships with agency partners.</li> </ol> <p><u>Marketing</u></p> <ol style="list-style-type: none"> <li>1. Assists development manager in creating annual plan for agency blog. Maintain blog.</li> <li>2. Assist with social media pages.</li> <li>3. Make updates to agency website as needed.</li> <li>4. Assists development manager and executive director with media and community relations.</li> <li>5. <i>Give tours of agency facilities to visiting donors, potential sponsors, and volunteer groups.</i></li> <li>6. <i>Represent agency at school programs, networking events, job fairs, volunteer fairs, panel discussions, etc. as needed.</i></li> </ol> <p><u>In-Kind Donation Management</u></p> <ol style="list-style-type: none"> <li>1. Work with staff to identify needs for in-kind donations. Use social media and marketing vehicles to make specific requests for in-kind donations.</li> </ol>



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	<ol style="list-style-type: none"><li>2. Maintain agency wish list.</li><li>3. Coordinate acceptance of in-kind donations. Distribute in-kind donations to appropriate programs.</li><li>4. Manage holiday gift and adoption program and other seasonal gift drives.</li><li>5. Acknowledge in-kind donation; cultivate in-kind donors.</li></ol> <p><u>Manage Volunteer Program</u></p> <ol style="list-style-type: none"><li>1. <i>Serve as liason for volunteer opportunities/coordinator</i></li><li>2. <i>Develop, promote, and maintain volunteer opportunities within the organization. Survey staff regularly to assess needs for volunteer assistance. Maintain Volunteer Opportunities calendar.</i></li><li>3. <i>Participate in community outreach opportunities such as fairs, festivals, local markets and organizations, and online listings. Maintain relationships with volunteer organizations and networks in the area.</i></li><li>4. <i>Recruit and place volunteers.</i></li><li>5. <i>Develop and manage volunteer policies, procedures, and standards of volunteer service. Maintain accurate records and provide timely statistical and activity reports on volunteer participation.</i></li><li>6. <i>Act as a single point of contact for communications, including resolving grievances and promoting cooperation.</i></li><li>7. <i>Be mindful of the volunteer program's role as an outreach vehicle for development.</i></li></ol>
EDUCATION, CREDENTIALS AND QUALIFICATIONS	<ol style="list-style-type: none"><li>1. High school diploma required, bachelor's degree preferred</li><li>2. Holds and maintains a valid driver's license</li></ol>
REQUIRED TRAININGS	Completes required trainings, including but not limited to: <ul style="list-style-type: none"><li>• Cultural competency</li><li>• Other training programs as directed by the Team Leader.</li></ul>
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	Office environment and other various locations in the community. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. May require lifting and carrying of donated items. May work a nonstandard work week. Must furnish a reliable personal means of transportation in order to accomplish work objectives.
ADA:	The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.