



JOB TITLE	DEVELOPMENT ASSISTANT
REPORTS TO	EXECUTIVE DIRECTOR OF DEVELOPMENT
FAIR LABOR STANDARDS ACT STATUS	EXEMPT
DATE	JULY 2017

ESSENTIAL FUNCTIONS

- ✦ Responsible for donor database management including donor acknowledgements, gift processing, general database entries and updates.
- ✦ Coordinates and supports all bulk mailings from the office including but not limited to the Annual Campaign, Executive Updates, Program mailing, etc.
- ✦ Coordinates Honor an Educator campaign.
- ✦ Conduct donor research for new and existing donors.
- ✦ Researches grant opportunities and manages the grant calendar.
- ✦ Plans annual President’s Leadership Council Reception.
- ✦ Performs such other duties as the Executive Director of Development may prescribe.

JOB QUALIFICATIONS

- ✦ High School Diploma plus 2 years related experience.
- ✦ Demonstrated experience in Microsoft Office and the ability to learn specialized donor database system.
- ✦ Excellent interpersonal skills along with strong organizational skills and a keen attention to detail are required.
- ✦ Not-for-profit experience is helpful.

KNOWLEDGE AND SKILLS

- ✦ Must be a self-starter able to perform essential functions independently with support available when needed and willing to seek out information when needed.
- ✦ Must be able to organize time and manage diverse activities in order to meet required deadlines.
- ✦ Demonstrate the ability to work and effectively communicate with others in order to achieve the goals of the organization.
- ✦ Must possess the ability to apply knowledge and previous experience in order to maximize results.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- ✦ Successful performance of the essential function of the job requires only minor physical exertion and/or physical strain.
- ✦ Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform these functions.
- ✦ The work environment is usually pleasant and comfortable, with limited exposure to disagreeable elements, and the noise level is usually moderate.

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