



Job Description

Job Title:	Development Specialist
Salary Range:	Min. \$26,000/yr Mid. \$33,000/yr Max. \$42,000/yr
Department:	Resource Development
Reports to:	Director of Community Engagement and Strategic Partnerships

Position Summary:

The Development Specialist reports to the Director of Community Engagement and Strategic Partnerships and is an integral member of the Resource Development team. The Development Specialist is a full-time position responsible for the administration and organization of all development-related information on donors, prospects and Salesforce campaigns, donor stewardship and reports related to annual and campaign events as well as assisting with donor outreach.

Essential Functions/Percentage of Time Spent on Each:

- Maintains donor database to include all donations, communications, event campaigns and reports and ensures quality of data entered 50%
 - Ensure communication between donor database campaigns and technology
 - Identifies trends in donor giving, reconciles donor database financial reports with financial department reports
 - Tracks matching gifts and UW pledges
 - Reaches out to donors on a quarterly basis
- Engages in training and updating knowledge as related to the donor database. 5%
- Responsible for stewardship of donors (annual, events, campital) as outlined in the Donor Engagement plan. 10%
 - Maintain and meet annual stewardship Key Performance Indicators (KPIs)
- Responsible for at least three letter campaigns – Last year but not this year, End of Year appeal, small business. 10%
- Assists in the administration, planning and preparation of annual and campaign activities. 20%
 - Create sponsorship and thank you letter templates for each event, appeal, year
 - Assist with annual and campaign logistics
- Research prospective donors as requested 5%



- Other duties as assigned by the Director of Community Engagement & Strategic Partnerships or Executive Director

Competencies (Knowledge, skills and abilities):

1. Able to communicate effectively both verbally and in writing.
2. Knowledge of donor database and fundraising platforms

Minimum qualifications:

Education: Bachelor's degree

Experience: 2 years experience with administrative duties and database data entry

Specific Skills:

- Able to communicate effectively both verbally and in writing.
- Experience with data entry and willingness to learn donor database platform
- Knowledge of Word, Excel, Mail Merge, Neopost
- Knowledge of DonorSearch, Colincad.org
- Knowledge of numerous matching donation websites

Specialized Knowledge, Licenses, etc.:

- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Success factors:

Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

None

Working conditions:

My Possibilities Resource Development Team works traditional work hours, but depending on the needs of the department or agency, work may occur during weekday evenings or weekends either in or outside the office. Position must feel comfortable working in a team and communicate effectively with peers, superiors and HIPsters, our *Hugely Important People*. Additionally, this position:

- Works in a shared office environment.
- Sits up to 8 hours per day
- Looks at a computer screen/monitor for up to 8 hours per day
- Communicates on the telephone
- Operates general office equipment (i.e. fax, copier, shredder, etc.)