

**Position Title:** Development Assistant  
**FLSA Status:** Non-Exempt  
**Reports To:** Vice-President for Development, Paso del Norte Community Foundation

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**Position Summary:** Working in collaboration with the Vice-President for Development and Director of Partnerships and Donor Relations, responsible for a range of development activities and providing confidential administrative support in furthering the Foundation's mission.

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**General Duties and Responsibilities:**

Assist with Foundation events:

- Provide planning and logistics support for Foundation fundraising and cultivation events including the maintenance of guest lists, preparation of registration materials and other assignments
- Provide support for the solicitation of sponsorships, donations and ticket sales for Foundation fundraising events

Assist with Foundation relations:

- Update and maintain Foundation communications database
- Maintain updates to Foundation website
- Assist with content development for email newsletter and social media tools
- Prepare letters and reports for donors and stakeholders
- Maintain up-to-date mailing lists for all Foundation communications
- Utilize Raiser's Edge to input donor cultivation and solicitation activities for tracking and monitoring of results to include: creating reports and tracking fundraising results, documenting correspondence, uploading proposals, agreements, and reports and inputting action items and reporting deadlines
- Prepare bulk mailings for cultivation, solicitation of donor prospects including but not limited to brochures, letters, newsletters and reports
- Serve as liaison for donors related to gift receipting, donor reports, agency fund and donor-advised fund grants and expenses, and donor questions and overall donor service and relations
- Attend/participate in meetings or serve on committees and work groups as assigned. Prepare documents for committee/work group and take notes or prepare minutes and perform follow up activities as needed
- Assist in scheduling and preparing for board, committee and other meetings

Assist with Foundation grant writing and program implementation:

- Research and identify potential funding opportunities.
- Prepare grant proposals for Foundation programs, projects and operations in collaboration with the Vice President of Development and Director of Partnerships
- Prepare follow-up materials (and any necessary reporting) for Foundation grants.
- Manage deadlines for reporting, track and prepare reports due for grants awarded to the Foundation.
- Assist with the implementation of grant-funded programs.

Greet and assist personnel and visitors in person and over the phone

- Serve as Foundation's initial point of contact fielding incoming calls and visitors.
- Develop and foster professional association with clientele.
- Set phone greetings, extensions and voice mail.

Process accounts payable, accounts receivable, contributions and distributions

- Compile, sort and verify expenditure and payment requests for accounting staff.
- Process pledges and payments (cash, checks, ACH and credit cards) and record in database system
- Prepare donor reports from Raiser's Edge for accounting purposes
- Scan supporting documents and maintain print and electronic file system for all donor records

Perform clerical support tasks.

- Perform administrative tasks including but not limited to data entry, word processing, filing, routing messages and processing daily mail
- Track equipment and records usage, schedule service calls as necessary
- Check inventory, place order, verify items received and process payment for office supplies ensuring orders are within budget
- Provide English to Spanish and Spanish to English translation as needed
- Assist with proof-reading and editing documents

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**Qualifications:**

**Education and Experience:**

- Bachelor's degree in business or communications preferred.
- Three years working experience in a non-profit organization preferred.

**Knowledge, Skills and Abilities:**

- Computer software and donor database software experience.
- Strong administrative skills to include: ability to organize, set schedules, and prioritize tasks.
- Excellent written and oral communications and interpersonal skills.
- Successful ability to work in a team.
- Considerable knowledge of office and phone etiquette and protocols.
- Working knowledge of accounting and reconciliation techniques.
- Computer literacy, especially in MS Word, Excel, Access and PowerPoint, and donor software, preferably Raiser's Edge.
- Excellent written and verbal communication skills in English and Spanish.
- Ability to organize and manage multiple projects with advanced organizational, analytical and time management skills.
- Ability to develop and foster relationships with donors, stakeholders and staff
- Ability to establish and maintain records, prepare reports, compile and organize data.

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**Physical Requirements / Work Conditions:**

- Work conducted in office environment
- Able to work occasional nights and weekends.
- Repetitive motion in the operation of computer.
- Frequent sitting required occasional standing, bending and stooping.

- Able to lift 20 pounds.
- Must be able to drive own vehicle as needed.

**OTHER RESPONSIBILITIES:**

- Performs other related duties for the Foundation as needed.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.