



Development Assistant Job Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY: The Development Assistant is an organized, creative, customer service focused and detail-oriented professional who can communicate and work seamlessly with volunteers, donors, and staff. The Development Assistant will support the Development team by providing administrative assistance for events and development projects and will provide excellent customer service to MRF constituents.

The Development Assistant will report to the Chief Development Officer but work closely with multiple members of the MRF staff including but not limited to: Gala Development Officer, Miles Development Officer, Development Associate and Events Manager. The Development Assistant contributes to the MRF's organizational effectiveness by supporting fundraising events and campaigns.

DUTIES AND RESPONSIBILITIES: *Indicates the action or outcomes required to fulfill each major responsibility of the position.*

- Support the coordination of mailings and distribution of materials (post cards, solicitation letters, invitations, flyers, etc.) for the Miles for Melanoma 5K program and the national Gala series.
- Maintain/triage email and phone communications for the Miles for Melanoma 5K program and the national Gala series.
- Under supervision of the Chief Development Officer, assist the Development Department and coordinate with Programs/Communications departments on various annual and special campaigns, grant administration, research, stewardship and planned giving outreach.
- Support the Events Manager and Development Associate with logistics of packing and shipping items for development events such as Miles for Melanoma 5K program, the national Gala series and CommUNITY fundraising program.
- Assist the Chief Development Officer with prospect research, proposal tracking and updating the major gift portfolio.
- Support the Development Department with programming logistics related to livestream, video production and programming, securing headshots and bios from speakers/presenters, and other administrative needs as identified.
- Support the Development Department with coordination of event registrations and other event and fundraising related needs.
- Attend fundraising events (as needed) such as the Miles for Melanoma 5K program and the national Gala series.
- Work with MRF vendors on projects related to development needs.
- Prepare and actively participate in Development team and staff meetings.



KNOWLEDGE, SKILLS, AND ABILITIES: *Reflects the specific competencies required for job performance.*

- 1-2 years of experience in fundraising or communications, or related experience preferred.
- Experience with Microsoft office suite, integrated documentation, and virtual communication tools.
- High attention to detail, extremely organized and the ability to multi-task multiple projects at one time.
- Flexible and responsive to sudden matters that may arise or become short-term, high priority tasks.
- Team-player with a positive attitude who is able to effectively work with MRF staff and multiple constituents.
- Excellent writing and oral communication skills.
- Outstanding customer service.
- Some travel may be required.
- The position is based in Washington, DC.

EDUCATION:

- 4 Year degree required.

ADA PHYSICAL DEMANDS: *The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

- The position requires being seated for several hours a day.
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper.
- The employee is required to walk and/or travel by car, train or plane.

TO APPLY:

Please submit a cover letter and resume attention: Susan Vogel, Chief Development Officer
svogel@melanoma.org