



## 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, vendors and staff. The Assistant will support the Development team by providing administrative coordination for events and development projects, work with donors through the CommUNITY fundraising program and will provide excellent customer service to MRF constituents. Additionally, the Assistant will have responsibility for several revenue generating programs within the development team. The Assistant will report to the Senior Development Officer but work closely with multiple members of the MRF staff.

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

### **Administrative:**

- Coordinate internal mailings and distribution of materials for the Miles for Melanoma 5K program and the national Gala series.
- Support the Development Logistics Coordinator with event shipments.
- Assist with tracking sponsorship payments and following up on outstanding payments.
- Maintain/triage email and phone communications for the Development department.
- Maintain check-log operations for donations and distribute log to staff.
- Respond to calls on the main donation line and route them to specific team members as needed.
- Assist the Development Department on annual campaigns and planned giving outreach.
- Assist the Development Officers with drafting of gift agreements and inputting gift opportunities into RE.
- Manage and facilitate weekly Development team meetings
- Update donor records as needed and maintain accuracy of donor database with list management efforts to include returned mail.
- Manage event-related inboxes and respond accordingly.
- Recruit, hire, train and oversee Development Events Intern.

### **Fundraising:**

- Manage a portfolio of 20 commUNITY fundraisers and work with the Senior Development Officer to add new donors to the portfolio as they are identified.
- Manage the organization's online Bonfire merchandise store to promote current campaign product lines and coordinate with the communications team to meet annual revenue goals.



- Collaborate with the Senior Development Officer to market the Double the Donation matching gift program.
- Assist with the annual Direct Mail program in regards to vendor and list management to meet annual fundraising goals.

**Events:**

- Recruit, train and manage all volunteers for Miles for Melanoma 5K series leading up to the event and onsite (when present).
- Work with MRF vendors on projects related to development events.
- Attend fundraising events as needed.

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

- 1 year of experience in fundraising or communications. Internship experience qualifies.
- 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 can effectively work with MRF staff and multiple constituents.
- Excellent writing and oral communication skills.
- Outstanding customer service.
- 15-20% travel during peak event season.
- 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.