

Position title:	<i>Development Assistant</i>
Reports to:	<i>Assistant Director</i>
Employment category:	<i>Part-time/hourly</i>
FLSA status:	<i>Non-Exempt</i>
Salary	<i>\$19 - \$22/hour depending on experience</i>
Union Status	<i>This position is part of the Alliance of Charter School Employees, Local 6056, AFT-PA, AFT, AFL-CIO Bargaining Unit</i>

Position Summary

Responsibilities: The Development Assistant supports the fundraising and development initiatives of our school. As a Development Assistant, you will work with the Board of Directors, Assistant Director, and Operations team to plan, execute, and evaluate fundraising campaigns and donor engagement activities. The Development Assistant is critical in maintaining accurate donor records, coordinating events, and providing administrative support to ensure the success of our school's fundraising efforts: the annual 5k, annual pitch letter, and ongoing donor cultivation.

Responsibilities

Responsibilities:

1. Administrative Support:

- Assist in maintaining donor databases, ensuring accurate, and up-to-date donor records.
- Prepare and distribute correspondence, including thank-you letters, acknowledgement emails, and tax receipts.
- Manage incoming inquiries from donors, parents, and community members, providing exceptional customer service and timely responses.
- Help schedule meetings, prepare agendas, and take minutes during development team meetings.
- Handle confidential information with discretion and maintain a high level of professionalism.

2. Fundraising Campaign Support:

- Collaborate with the Board Development Committee to develop, scale, and implement fundraising strategies and initiatives.
- Assist in the planning and execution of year end and spring fundraising campaigns, including direct mail and online fundraising.
- Coordinate the production and distribution of fundraising materials such as brochures, newsletters, and annual reports.
- Track and report on campaign progress, including donor contributions and fundraising goals.

3. Donor Relations:

- Assist the Board in cultivating and stewarding relationships with donors, including individuals, corporations, and foundations.
- Help organize donor recognition events and activities.
- Support donor engagement initiatives by preparing personalized communications, updates, and invitations.

- Collaborate with the Development Committee Chair and Executive Director to develop and implement strategies to expand the donor base and increase donor retention.

4. Event Coordination:

- Support the planning and execution of fundraising events, including annual 5k, auctions, and donor appreciation events.
- Coordinate event (5k) sponsorships, and follow-up communications.
- Assist with on-site event setup, registration, and event-day logistics.

Qualifications

- Bachelor's degree in a relevant field or equivalent combination of education and experience.
- Previous experience in development/fundraising, preferably within a school or nonprofit organization, is highly desirable.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadline
- Strong belief in or connection to the mission of FACTS
- Excellent written and verbal communication skills, with a keen attention to detail.
- Proficiency in using donor management systems and fundraising software, or willingness to learn
- Demonstrated ability to work independently and collaboratively within a team.
- Strong interpersonal skills and the ability to build positive relationships with donors, volunteers, and cc
- Experience working with diverse populations
- Familiarity with event planning and coordination, or willingness to learn
- Commitment to maintaining confidentiality and handling sensitive information with discretion.
- Knowledge of fundraising best practices and an understanding of ethical standards in development.

Working conditions

This is a hybrid position. The Development Assistant will be required to work in person at FACTS but will be permitted to work remotely on an agreed upon schedule.

The working conditions of a Development Assistant include:

- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Working as part of a team of administrators, educators, and Board members.

Physical requirements

The Development Assistant is required to talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Direct reports

N/A

Approved by:	FACTS Human Resources
Date approved:	8/30/2023
Reviewed:	