Development Assistant Job Description

This position will support organization fundraising and development efforts, steward donors, and assist with business support needs. Activities will include research of grant writing opportunities that match the objectives of DCDC’s mission. Additionally, this position will assist with grant tracking and reporting requirements, donor database upkeep, mass mailings, donor acknowledgments, and special events. Finally, scheduling appointments for key fundraisers on staff will be essential.

**POSITION RESPONSIBILITIES**

***Grant Writing and Reporting***

* Research grant opportunities that are in alignment with the organization’s mission and values..
* Assist with writing high-quality grant proposal narratives, applications, and supporting documents.
* Work with organizational leadership to compile financials and data for grant proposals.
* Manage the proposal submission process to ensure timely submission of all required materials.
* Develop and maintain a grant proposal calendar.
* Coordinate and follow-ups on the progress of submitted proposals.
* Coordinate grant reporting requirements for each grant award and ensure all deadlines are met.

***Database Management***

* + Update and manage DCDC’s Donor Database utilizing Etapistry and marketing database utilizing Mailchimp, donor screening found in DonorSearch database
	+ Provide reports on weekly basis and upon requests regarding database
	+ Stay up on system upgrades and database coordinated activities

***Donor and Volunteer Stewardship***

* Coordinate donor acknowledgments including related tasks such as drafting new donor letters monthly, coordinating and fulfilling donor gifts, making phone calls to donors and/or coordinating volunteers to make individual donor acknowledgment phone calls, and donor database upkeep.
* Develop and maintain effective working relationships with donors and volunteers to nurture their connection to the organization.
* Provide program support as requested such as communicating with volunteer leaders, managing gift orders, and providing merchandise support.
* Provide support for special events and provide general administrative support for fundraising and development activities as requested.

***Scheduling***

* Coordinate and schedule appointments for VP for Development and Major Gift officer with identified prospects.
* Coordinate with CEO’s executive assistant possible donor visits

**REQUIREMENTS**

* Bachelor’s Degree with a minimum of 2 years of experience in research in nonprofit development and/or grant writing.
* Experience with database management
* Clear, precise, and compelling writing skills. Ability to effectively communicate.
* Knowledge of social justice and/or environmental justice nonprofit grant space a plus.
* Detail-oriented, organized, deadline-driven.
* Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
* High proficiency in all areas of Microsoft Office and/or G-Suite.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, talk, or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.