



Job Description: Development Assistant (Part Time)

Urban Impact Description: Urban Impact's mission is to partner with families and communities to break the cycle of social, material, and spiritual poverty. We are a non-profit organization with a consistent presence in the Rainier Valley for over 30 years, addressing core urban challenges and building thriving neighborhoods. Visit www.urbanimpactseattle.org to learn more.

Position Overview: The Development Assistant is an important member of the Development Team, responsible for partner communications, database management, and event assistance. This position is an excellent opportunity for an energetic, organized and creative self-starter who enjoys administration, taking initiative and organization.

Reports to: Associate Director of Development

Employment Status: Part-Time, Hourly (20-25hrs/wk)

Key Responsibilities:

- PARTNER RELATIOINS
 - Send thank you notes and weekly receipt letters to partners
 - Support development team in church relations
 - Proactively contact partners via phone and email
 - Follow up with partners on pledge fulfillment and expired credit cards
 - Promptly respond to requests and questions from partners
 - Participate in Call Campaigns
 - Support process of mail merging, printing and mailing appeal letters and newsletters



- DATABASE MANAGEMENT
 - Ensure consistent use of database, and work with team to ensure proper use
 - Update partner database regularly
 - Manage the “Duplicates” report
 - Familiarity with regularly used reports from database
 - Enter donations into database twice daily, and EFTs twice monthly, working in collaboration with accountant (including fiscal agent partners)
 - Create and send year-end receipts to all partners (including fiscal agent partners)

- EVENT COORDINATION
 - Support Associate Director of Development on small fundraising and non-fundraising events
 - Annual “Hope at Work” Event – assist in event promotions, logistics, & registration
 - Assist Communications Coordinator and other program teams with fundraising events, helping where needed most

- OTHER
 - Assist Development Team with other Development & Communications efforts as required.
 - Assist program teams with development related effort as assigned by Associate Director of Development
 - Assist Communications Associate in proofreading created materials
 - Coordinate and supervise Development volunteers
 - Answer phones when available
 - Other administrative tasks as required
 - Attendance at all staff related meetings
 - Coordinate logistics & occasionally staff display booths at various functions that Urban Impact is invited to attend



Desired Characteristics:

- 1-3 years' experience in non-profit fund development or administration
- B.A. in a relevant field desired
- Excellent organizational and administrative skills with strong attention to detail
- Strong verbal and written communication skills
- Excellent computer skills, including proficient use of Microsoft Office Suite
- Experience with Blackbaud database software a significant plus
- Is competent relating with people of diverse backgrounds & cultures
- Heart to serve urban demographics and neighborhoods like the Rainier Valley

Other Requirements:

- Agreement with Urban Impact's statement of faith
- High School Diploma or equivalent

Compensation:

- DOE (depending on experience); hourly rate will be set based on Urban Impact's established salary scale