

**Yamhill Community Action Partnership
Job Description**

POSITION TITLE: Development Support Specialist
RESPONSIBLE TO: Development Director

RESPONSIBLE FOR:

The Development Support Specialist is a part-time non-exempt position that provides support to all aspects of resource development. This position is responsible for maintaining donor files and correspondence, coordinating and promoting fund-raising events, developing event materials, coordinating grant packets and tracking report requirements and directing volunteers as needed.

DUTIES:

1. Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
2. Assist the Development Director in resource development as directed.
3. Coordinate support of fund development activities including updated mailing lists, arranging printed materials, coordinating mailings, and generating thank-you letters,
4. Maintain donor records, enter donor data, develop thank-you letters, generate reminder letters and provide reports.
5. Administrative support for the Resource Development Team and Resource Development Committee including: record keeping, and coordinating activities and meetings.
6. Recruit and direct volunteers in data entry and/or event activities.
7. Occasionally attend/table events as a representative of YCAP. This duty may require evenings and weekend work.
8. Other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

HS diploma and related fundraising and event experience

Knowledge of YCAP and low income issues

Knowledge of computers and office equipment

Experience working with donor software such as DonorPerfect

Knowledge of word processing, publisher, & data bases

Excellent skills in verbal and written communications

Problem solving, and ability to work well with a team

Highly organized and able to work independently on multiple projects in a timely fashion

Ability to work with diverse people, organizations and situations

Ability to meet insurance requirements and pass driving, drug and background screens

PHYSICAL DEMANDS

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, kneel, walk or bend for periods of time. Must occasionally lift and/or move up to 40 pounds.