Development Associate
Executive Assistant
Salary: $40/hour or Commensurate with experience
Part Time: 24 hours per week
Reports to: Founder, CEO

Summary:
Village for Vets is seeking qualified candidates to join our team as a Development Associate. As part of the V4V team, the Development Associate will provide administrative, outreach, and support services to the donor services program regarding communications, record-keeping, donor relations, research, and special events.

Responsibilities:
- Assists with planning and overseeing fundraiser events and other events as needed
- Provides tours of the VA campus for donors and others
- Maintains donor data base: data entry and management
- Manages donor relations program with timely acknowledgments and ongoing communication with donors
- Generates thank you letters to donors
- Follows up with individual, corporate, and foundation prospects
- Schedules and attends quarterly board meetings and assists with administrative functions.
- Maintains V4V meetings, appointments, zooms and Teams confirmations, with reminders for Founder/CEO
- Supports data management for all V4V programs as needed
- Other duties as assigned
- Promotes workplace vision and culture

Minimum Qualifications
- Bachelor’s degree or equivalent lived experience
- 3-5 years of experience in an administrative/support position; non-profit development experience preferred
- Exceptional keyboarding skills
- Proficient in Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint)
- Proficient in database management (experience with donor management software preferred)
- Experienced with donor Data Base Software
- Proactive self-starter with the ability to work independently
- Willing to help with tasks not already defined.
- Ability to set priorities and multi-task effectively
- Exceptional follow-through and ability to complete projects thoroughly and in a timely manner
- Excellent interpersonal and customer service skills
- Ability to manage sensitive and confidential information with integrity
- Interest in methods to improve and promote quality
- Must demonstrate excellent attendance and be punctual
- Must be enthusiastically committed to the well-being of the department and the mission of the agency
EQUAL OPPORTUNITY EMPLOYER: Village for Vets is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal law.