

DEVELOPMENT ASSISTANT

Objectives of the position: The Development Assistant will be responsible for assisting the Executive Assistant by providing confidential administrative support to ensure efficient and timely administrative operations.

Reports to: Executive Director

Qualifications:

- Be a person of strong moral character and faith.
- Have a minimum of 1 year fundraising experience.
- Be able to develop and maintain productive working relationships with Executive Director, staff, donors and volunteers.
- Knowledge of office administration and procedures.
- Attention to detail and a high level of accuracy.
- Ability to maintain donor confidentiality.
- Possess excellent verbal and written communication skills.
- Strong time management skills.
- Be self-motivated and dependable.
- Computer skills on a PC including the use of MS Excel, MS Word, and email at a proficient level.

Fundraising:

- Manages prospect research for possible foundation grant submissions.
- Identify 1-2 foundations per month for grant submission.
- Maintains contact with and develops grant proposals for foundations and corporations.
- Assists in donor cultivation.
- Strategize ideas of developing donors.
- Stays current on foundation updates.
- Responsible for making 10 new donor calls per week per Executive Director.
- Maintain donor accounts.
- Investigate and resolve donor queries.
- Maintain donor notes in Ekyros.
- Report, in a timely manner, the weekly, monthly and annual progress, effectiveness, and efficiency of development programs.
- Stays current on relevant stewardship, fundraising practices and procedures in the non-profit sector.

Ability to:

- Understand the organization and operation of PRC and outside agencies as necessary to assume assigned responsibilities.
- Knowledge of office administration and procedures.
- Communicate clearly and concisely, both orally and in writing.

- Work independently in the absence of supervision.
- Implement practices and operation of all duties listed under responsibilities.