



## Job Description – Development Associate

**Reports To:** Annual Fund Manager

The Development Associate provides support to the Development Team through donor database management, gift acknowledgements and appeal mailings, management of community outreach events and maintaining supply of marketing/event materials for OPCS.

### **Duties and Responsibilities:**

1. Create and maintain donor records tracking donations, updating interactions and researching/recording personal donor information
2. Create donor data reports such as mailing lists, monthly revenue reports and others as required
3. Monthly reconciliation with finance, check/cash log verification, credit card verification
4. Produce gift acknowledgement letters, welcome packets, and other donor communications in a timely manner
5. Assist with three annual appeal mailings, printing, stuffing and folding
6. Assist with clerical/logistical needs for the annual Lend-a-Hand fundraising event – mailings, follow up calls, decorations
7. Provide support of monthly Tuesday Tours to include registrations, prepping for day of, and follow up
8. Coordinate community outreach and marketing events to include registrations, staff assignments, prepping materials, tracking and follow up
9. Maintain stock of marketing materials
10. Maintain event presentation boxes
11. Other duties as assigned.

### **Qualifications:**

1. Associate's Degree or equivalent education and experience
2. Experience and mastery of donor database entry and maintenance, Fund EZ preferred
3. Experience and mastery of proofreading
4. Ability to maintain donor confidentiality
5. Strong commitment and enthusiasm for the mission and values of OPCS
6. Ability to manage multiple tasks, organize and prioritize work
7. Ability to work independently with little supervision and make appropriate judgments and decisions
8. Ability to be flexible in an ever-changing environment
9. Excellent interpersonal skills; strong and collaborative team player
10. Proficiency in Microsoft Office to include Outlook, Word, Excel, PowerPoint and Publisher
11. Must possess a current AZ Driver's License and Insurance and have reliable transportation