

Central Vermont Humane Society

Position Description: Development Assistant

Works with the Development Director, Development team and key staff. Primary responsibilities are to complete deposits and assist with development activities including gift entry, donation acknowledgement letters, and donor database management. Provide other support as needed.

Position Duties

- Prepare weekly bank deposits.
- Assist with the management of the constituent/donor database
 - Maintain accuracy of database
 - Assist with adding and updating donor information in the database
- Process donations: enter donation into the donor database, maintain proper documentation
- Generate donation acknowledgment letters and tailor as appropriate.
- Send memorial gift notifications to families.
- Assist with production of mailings: generate mailing lists, print letters and labels, work with volunteers to stuff, stamp, etc.

Other Responsibilities:

- Assist with/be present at special events designed as friend/fundraisers for CVHS
- Perform other duties as assigned.

Position Details and Conditions

- Position is part-time; non-exempt
- Valid driver's license required
- Reports to Development Director
- Routine schedule is 12 hours a week.
- Please review the checklist for physical activities and requirements, visual acuity, and working conditions for this position, available during interview process

Position Qualifications, Skills & Abilities:

- Experience preparing deposits with knowledge of financial controls
- Excellent verbal and written communication skills.
- Experience with donor databases and management
- Excellent computer skills, including competency with Microsoft Word, Excel, and email management software (such as MailChimp)
- Respect and uphold strict confidentiality of donor information and other sensitive data
- The ability to represent the organization and interface with all levels of staff, volunteers, and donors, while maintaining tact, diplomacy and confidentiality.
- Self-starter with extraordinary attention to detail, accuracy, organizational skills and the ability to work independently.
- Ability to work in open-office architecture and to manage distraction and interruption gracefully
- Professional demeanor
- Sense of Humor

Acknowledgement:

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement. Prior to the implementation of any substantial changes, management may serve a written notification. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.