

## **Position Announcement**

# **Development Assistant**

The Development Assistant serves as administrative support to the Development Office. The primary responsibility of the Assistant is to support the overall development office operations and the capital campaign goals in a professional manner so as to advance the philanthropic culture of the school.

Specifically, the Assistant manages the donor database, coordinates all mailings, reports, and proposal work; as well as, supports the Development Associate in the coordination of all fundraising special events/alumni activities. The Associate will report to the Director of Development. This is a part-time position of up to 20 hours per week, beginning July 1, 2008. Compensation DOE, with partial benefits and tuition discount for enrolled children.

### **RESPONSIBILITIES**

#### Database Maintenance

1. Manage the fundraising database by maintaining current and accurate information on all constituents; handle gift entry, acknowledgement letters, pledge reminders, and receipts; perform mail merges of gift appeals.
2. Create reports as requested by the Director of Development.
3. Track all solicitation and grant request proposals.
4. Maintain accurate data on volunteer activities and availability.

#### Special Events/Alumni Support

1. Work with the Development Associate and the respective volunteer chairmen to implement all aspects of fundraising and capital campaign special events (e.g. Public Launch, Pledge Celebrations, Reunions, Golf Tournament, Crab Feed/Auction).
2. Assist with promotion of all special events through our website, printed materials, invitations, community calendar in the Contra Costa Times, and any other vehicle deemed appropriate to successfully position our events.
3. Maintain accurate records regarding monetary and in-kind gifts associated with all special events and alumni relations.

#### General Support

1. Assist the Director of Development with the coordination of all development office mailings, including solicitation letters, invitations, announcements, cards; by arranging meetings; and facilitating the work of the Development Committee of the Board of Directors and the Capital Campaign Steering Committee.
2. Provides support for special projects as may be requested.

### **QUALIFICATIONS**

- Proven ability to work autonomously and as a member of a team
- Ability to prioritize and address multiple tasks and projects
- Attention to detail critical
- Experience with using fundraising databases preferable
- Proficiency in MS Office software for Windows (Word, Excel), including mail merge

Please mail, email, or FAX resume, cover letter describing qualifications and reasons for interest, and three references to:

Office of Development

Attn: Development Assistant Search

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