

Development and Outreach Associate Job Description

GENERAL POSITION INFORMATION

TITLE: Development and Outreach Associate	REPORTS TO: Development Director
DATE: May 2019	FAIR LABOR STANDARD ACT STATUS: Exempt

POSITION SUMMARY

Duties will be primarily in the areas of database management, donor recognition, committee meeting coordination, event organization and support, and community outreach organization, attendance and presentations. Essential skills required include exceptional organizational and writing skills, attention to detail, strong proficiency in Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook, ability to reach out to people and explain our mission. Experience with Raiser's Edge required. Significant time will be devoted to data management and processing and running Raiser's Edge reports. The Development and Outreach Associate will also have opportunities to contribute to donor communications, develop relationships with donors, partners and vendors, and be involved in other departmental activities. This position reports directly to the Development Director.

REQUIREMENTS

ESSENTIAL DUTIES & TASKS

- Assists in preparation activities for fundraising/outreach/training events including, but not limited to, preparing agendas and other meeting materials, incorporating slides into training presentations, and reserving and preparing facilities.
- Assists Development Director with special projects.
- Maintains donor database filing systems to ensure accurate recording and retention of donor database.
- Updates event spreadsheet to ensure most current and accurate information for all events.
- Composes, formats and distributes professional correspondence and memoranda, e-mails and faxes, project reports and other documents in support of program activities.
- Represents Mission Kids at community and outreach events.
- Performs general clerical duties including, but not limited to, filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Exceptional attention to detail, as well as an organized and methodical approach to work.
- Works closely with the Development Director to develop and implement an annual comprehensive fundraising strategy that includes prospects, individual donors, corporations, foundations, and events
- Manages and maintains Raiser's Edge database to ensure accurate, updated, and relevant information
- Responsible for data integrity and cleanup in Raiser's Edge—returned mail, duplicates, etc.
- Responsible for entering new constituent records as well as updating existing ones in Raiser's Edge
- Produces lists, queries, and reports for tracking fundraising progress, reconciling with the Annual Event lists, Annual Report lists, etc.
- Creates mail merge letters, reply forms and envelopes for direct mail solicitations. Assists with in-house mailings, including folding, inserting and delivering to the post office
- Assists with the management of prospect data for mailings and assists with donor/prospect screening databases
- Attends Annual Event Host Committee meetings to serve as the primary note taker
- Maintains guest lists, gathers and prepares registration materials and other duties as assigned for fundraising events
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Accurately complete detailed forms and reports.
- Coordinate multiple tasks simultaneously.
- Ability to speak to individuals and groups about the mission and goals of Mission Kids.
- Successful completion of background checks which include child abuse history, criminal history and FBI clearances
- Valid PA driver's license and insurance required
- **This position requires flexible hours including weekends and evenings.**

EDUCATION

- Bachelor's Degree preferred or equivalent professional experience (2-3 years).

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

Physical Requirements:

Light: *Lifting 0-10 Lbs.* **Moderate:** *Lifting 0-25 Lbs.* **Heavy:** *Lifting 25+Lbs.*

Working Conditions and Schedules:

Interacting with

- Co-workers
- Board Members
- MDT Members
- Vendors
- Clients

Office machinery usage

- Phones
- Fax
- Computers

Necessary traits for this position:

Seeing Hearing Talking* Reading* Writing*

- Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English Spanish French Other: _____

OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

Employee Signature

Date

Supervisor's Signature

Date