



**Position:** Development Associate

**Exempt/Non-Exempt:** Non-Exempt

**Hours/Week:** 20 – flexible schedule

**Pay Rate:** \$22.00 - \$24.00/hour

**Reports To:** CEO

**About Valley Outreach:**

Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing or help navigating resources during challenging times. Our programs include a food shelf, clothing program and client support services. Our volunteers, donors and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help our neighbors find a place of stability.

**Position Summary:**

Join our team and support the work of Valley Outreach through a desire to support a growing fundraising and development department at an established basic needs organization. Bring your energy and initiative as our organization continues to serve increasing numbers of people. Our team works hard, serving with compassion and dignity. We also value fun, fromage (look it up) and cool socks. You have: a desire to collaborate in critical, basic needs programs. We have: a terrific team, waiting to plug your skills into the services here. This position is eligible for Paid Time Off and after a year of employment you may choose to participate in our SimpleIRA retirement plan.

**Essential Duties & Responsibilities:**

- Donor Database Management
  - o Lead the maintenance of donor database, Raiser’s Edge NXT, supporting standardized protocols and procedures
  - o Manage all entry of donor gift data, includes credit card processing
  - o Manage entry of donor activity and contact reports
  - o Prepare fundraising reports
  - o Lead data integrity work, in partnership with the Individual Giving Manager
- Administrative Support
  - o Process thank you letters/donor acknowledgements (printing, stuffing, mailing)
  - o Update quarterly thank you notes
  - o Support recurring donor/monthly giver program
  - o Respond to donor inquiries
  - o Assist the CEO and Individual Giving Manager with development-related logistical and administrative needs including board work
  - o Provide support for major gift work through preparation of donor profiles and materials
  - o Provide administrative and programmatic support to the development team
  - o Provide support as needed and requested for the annual event

**Education and/or Work Experience:**

- At least 4 years total related education and/or experience in fundraising and development
- Excellent understanding and high degree of comfort with donor databases or similar tools

- Experience meeting multiple deadlines in a fast-paced environment
- Desire to support a growing fundraising and development department at an established basic needs organization

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- This position is largely sedentary, but does require some lifting of up to 35 lbs.
- Ability to maintain regular, punctual attendance.

**To apply for this position:**

- Forward your resume and cover letter to [jobs@valleyoutreachmn.org](mailto:jobs@valleyoutreachmn.org) place Development Assistant in the subject line.
- The process will include:
  - o Review of information from all interested parties. Be sure to give us your phone number and email so we are able to contact you.
  - o A phone conversation will be set up with candidates.
  - o Several candidates will be invited to an in person conversation regarding the position.
  - o If needed, a second in person conversation will be scheduled.