

eliminating racism empowering women

ywca

Job Title: Development Assistant
Reports To: Fund Development Manager
FLSA Status: Full Time, Non-Exempt
Department: Fund Development

SUMMARY

This position works with the Fund Development team to implement fundraising initiatives. This may include annual fundraising events, special events throughout the year and working with sponsors and local businesses on events. This position functions as support staff to the Fund Development Management team (which includes the Fund Development Manager, Development Director, and CEO.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the implementation of fundraising events within the parameter of the overall fund development plan
- Assists in the execution of the Annual Celebration Luncheon, Glam that Gives, and Domestic Violence Awareness Month along with other smaller events throughout the year
- Performs administrative tasks as assigned by the Fund Development Management team.
- Works with Fund Development staff on the coordination and distribution of marketing materials for YWCA events
- Works with the Development Director to provide administrative support to the YWCA Associate Board
- Assists with internal and client-based events for the YWCA
- Assists with holiday events and donation procurement for clients
- Works with CEO/Development Director on events for major donors
- Tracks event metrics and uses those numbers and trends for future events for the YWCA
- Develops and sustains partnerships with community partners and donors
- Implements and tracks contacts with community partners when the YWCA is the beneficiary of gifts or proceeds from an event
- Assists in the management of the YWCA's in-kind donation program including database management, oversight of storage, and communicating with potential in-kind donors
- Assists at fundraising and community outreach events to connect potential donors to the YWCA mission
- Works to build a connection to the YWCA through the process of soliciting gifts, communicating effectively, and recognizing community partners to ensure maximum fundraising effectiveness and to facilitate sustainable donor relationships

This is a general description of responsibilities and is not inclusive of all job duties; other duties and responsibilities may be assigned.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with database management software and Microsoft office programs
- Strong communication skills
- Fearless about asking for donations on behalf of the YWCA
- Strong organizational skills

- Excellent writing ability
- Ability to adapt and manage change throughout an event
- Detail orientated
- Ability to manage time effectively to meet multiple deadlines
- Management of multiple tasks at once
- Emotional Intelligence and self-awareness
- Ability to occasionally work a flexible schedule that may include evenings and weekends
- Commitment to YWCA vision, mission and values
- Commitment to work effectively with diverse people

EDUCATION and/or EXPERIENCE

A combination of two to four years education preferred and/or experience with administrative responsibilities. Preference will be given to those with experience in non-profit fundraising.

OTHER QUALIFICATIONS

- Must have the ability to transport self in and around Pierce County. If that includes driving your own vehicle then must possess current and valid Washington State Driver's license as well as insurance per Washington State Law
- Acceptable criminal history record
- Completion of Domestic Violence Victim Services training within first year of employment

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Special vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can become loud at events.