

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	Development Assistant	STATUS:	Non Exempt
DEPARTMENT:	Development	W/C#	8810
EEO CODE:	5	GRADE LEVEL:	200

PRIMARY FUNCTIONS:

Under the direction of the Director of Development, the Development Assistant's primary function is accurate and timely gift entry. Additional duties include, but not limited to, monthly giving reports, thank you letters and donor relations.

SPECIFIC DUTIES:

1. Coordinates donor management system including on-going maintenance, data entry and report generation.
2. Generates donor acknowledgement letters via donor management system.
3. Provides donor relations support as needed (for example responding to donor questions, event registration, communicating with Finance Department).
4. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Director of Development

QUALIFICATIONS:

Associate's degree and/or commensurate with position responsibilities.

Minimum of one to three years' experience in an office/administrative support capacity, preferability in development and fundraising.

Experience with Raiser's Edge highly preferred.

A combination of education and experience may be substituted at the discretion of the Executive Director.

ADDITIONAL REQUIREMENTS:

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Knowledge of computer systems including database, spreadsheet and working processing programs related to data entry, particularly donor management systems.
- Understand basic principles of fundraising.
- Must respect the confidential nature of donor relations and records management.
- Ability to complete work in an effective and timely manner.
- Ability to handle high volume of work in short periods of time.
- Comfortable working independently.
- Commitment to serving vulnerable populations.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

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Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER’S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name