

Arlington Life Shelter

Job Title: Development Assistant
Department: Development & Marketing
Payroll Status: Non-Exempt
Reports To: Development Manager
Preparation Date: 04/2022

REPORTING RELATIONSHIP:

The position reports to the Development Manager and collaborates with various agency departments.

POSITION OVERVIEW:

The Development Assistant will operate as a representative of the organization coordinating and managing in-kind donations. This encompasses receiving, annotating, filing, organizing, and reporting all donations sent to or brought to the shelter. This individual will also assist in general department duties that include assisting with mail, answering donor inquiries, and providing administrative support to the department. This position also provides support in all fundraising & marketing activities within the agency.

POSITION RESPONSIBILITIES:

- Receive, organize and store all in-kind donations from individuals and corporations/organizations under the guidance of the Development Manager.
- Be aware of any scheduled in-kind donation drop-offs and develop a timely plan for the organization, inventory, and storage.
- Assist various departments in the use and dissemination of in-kind donations.
- Always maintain a grateful demeanor with donors, staff, volunteers, and community partners.
- Become knowledgeable about the issue of homelessness and develop comfort for sharing this knowledge with potential supporters and donors at any given time.
- Work with Development Manager to brainstorm and implement experiential and creative practices for the stewardship of donor relationships, ensuring donors feel connected, informed, and have clear insight into the impact of their gifts.
- Assist and attend in the preparation and execution of special events for the agency.
- Display a high level of professionalism at all times interacting with colleagues, donors and volunteers.
- This position will be required to have a flexible work schedule to include some nights and weekends.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SKILLS AND QUALIFICATIONS:

- Effectively function in team environment with staff, volunteers, individual and corporate/organization in-kind donors.
- Ability to prioritize and manage multiple tasks and responsibilities and meet deadlines.
- Bachelor's degree and/or equivalent combination of education and experience.
- Proficient in Microsoft Office, Word, and Excel.
- Excellent organization skills and attention to detail.
- Ability to accomplish projects independently.
- Excellent interpersonal skills with a high level of professionalism.
- Supports Arlington Life Shelter's mission and understands how it is organized and functions as a non-profit organization.
- Positive collaborative spirit and team-oriented attitude.
- Strong oral and written communications skills.
- Superior time management skills, multi-tasking abilities, team playing skills
- Knowledge of and/or experience with social service organizations desired.
- Core competencies include planning & priority setting, managing vision & purpose, composure, interpersonal relationships, and technical learning.
- Ability to work equally well with staff members, clients, in-kind donors, and volunteers.
- Ability to relate well to persons with varied backgrounds and beliefs.
- Participates in shelter events as requested by Development Manager.
- **Other Duties:** In accordance with the team philosophy of the agency, will routinely be required to carry out or assist with other tasks in addition to the activities listed above, as assigned by supervisor. Must act in accordance with the agency's mission statement and goals.

CHALLENGES OF THE POSITION

The challenge to the individual holding the Development Associate position is functioning in an environment characterized by growth and transition. On an ongoing basis, the main challenge is an ability to thrive in an environment that requires significant self-initiative, flexibility, anticipate project needs, manage multiple projects at once, and collaborate among many team members both internal and external to Arlington Life Shelter.

PHYSICAL EFFORT

Position requires sitting or standing for extended periods of time and speaking over the telephone.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or other employees.

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 other job-related duties as required by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

I acknowledge that I have received and read my current job description and I agree to comply with such job descriptions and practices as a condition of my employment. I acknowledge that this job description supersedes all other job descriptions.

Reviewed on: _____

Employee Signature Date

Supervisor Signature Date