

Development Associate
Job Description/Overview of Responsibilities



ST. MARY'S
ACADEMY

POSTING DATE: November 1, 2018
POSITION TITLE: Development Associate
REPORTS TO: Associate Director of Development Systems

GENERAL SUMMARY: Full-time, salaried, exempt, 12-month position. The development associate is an integral part of the St. Mary's Academy development department, reports to the Associate Director of Development Systems and is responsible for administrative support as well as the daily operation of the development database (Raiser's Edge), which includes keeping accurate donor records, gift entry and processing, gift acknowledgment and reporting.

PRIMARY ROLE: The development associate works closely with the Associate Director of Development Systems to ensure that all gifts from donors are accurately processed, tracked, acknowledged and reconciled with the finance department. They also support office staff with general operational and administrative tasks as assigned.

Primary Responsibilities:

- Enter and report all gifts on a daily basis and ensure gifts are acknowledged promptly
- Manage the Raiser's Edge database, including maintenance of database integrity, procedural recommendations and staff user training
- Work with the Associate Director of Development Systems to ensure Raiser's Edge campaign readiness and develop processes for campaign reporting and donor stewardship
- Keep abreast of database issues, and perform clean-up projects regularly
- Communicate with donors on the phone or via email, to provide receipts or to update donor records
- Maintain donor hard copy files with supporting documents for pledges, gifts and correspondence
- Handling office tasks, such as filing, scanning, generating reports and presentations, setting up for meetings
- Greet and assist visitors to the office
- Help manage volunteers
- Support fundraising activities throughout the development department

Qualifications and Skills:

- Bachelor's degree and 2-3 years experience in database management and fundraising
- Demonstrated leadership in designing and implementing systems
- Microsoft Office and web proficiency
- Exceptional attention to detail and ability to meet deadlines
- Ability to multi-task and produce accurate information in the most efficient manner possible
- Commitment to donor-centered fundraising and exemplary follow-through
- A Desire to work in a dynamic, fast-paced, entrepreneurial environment
- Exceptional interpersonal skills, team player and accomplished non-profit professional
- Self-starter with high work ethic, creative problem solver
- Ability to maintain a high level of donor confidentiality
- A Desire to support the mission of St. Mary's

Salary and Benefits: Review of applications will begin on November 12. The position is open until filled. Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave.

Application Guidelines: Qualified applicants may submit a resume, cover letter, and three professional references to Annie Diess/Development Associate/St. Mary's Academy/1515 SW 5th Ave./Portland, OR 97201 or annie.diess@smapdx.org. No phone calls, please.