

January 3, 2012

POSITION: Development Assistant

REPORTS TO: Development Manager

COMPENSATION CLASSIFICATION: Non-Exempt

WORK SCHEDULE: 20 hours per week. Over 20 hours may be required before major events and activities. Some evenings and weekends required - See attached schedule. Incumbent must be able to work over 20 hours at these times if requested. Vacations may not be taken during these times.

SUMMARY: to perform clerical, administrative and back office operations of Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To support Donor Relations/Fundraising Activities:

- Input donor information to Exceed database
- Run Exceed reports as needed.
- Maintain contact with donors via email blasts and letters.
- Respond to information requests.
- Develop "Wall of Sharing" (donor tile wall) procedures.
- Process "Wall of Sharing" Requests (donor tile purchases)
- Coordinate small internal fundraisers
- Maintain stock of collateral materials.
- Assist with planning annual donor recognition BBQ.
- Send and track invites for fundraising/recognition events.

To support Outreach Activities (Ongoing and Holiday)

- Maintain schedule of speaking engagements for Development Manager and Executive Director.
- Send email blasts to volunteer list and prospective donors.
- Set and maintain volunteer and delivery schedules.
- Respond to Toy Drive requests (send generic wishlist, provide names for giving trees, process requests to sponsor families).
- Maintain adequate supplies needed for activities.
- Input volunteer information into database.
- Send thank you letters/emails to volunteers.
- Assist in staffing tables at outreach fairs.
- Provide tours of the Nursery as needed.

- Yard Sale/Week of Caring Volunteer Coordination
 - Interface with Volunteer Center, United Way and Community Volunteers
 - Set and maintain pre-sorting and Week of Caring schedules
 - Handle all back office activities
 - Inventory and coordinate supplies
 - Develop thank you gift for volunteers; make sure they are assembled
 - Make up and print sign in sheets and name tags

January 3, 2012

ASSIST WITH:

- Major events
- Group Volunteer projects

Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, this individual must be able to perform each essential duty [noted above] satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with legally protected disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Fundraising/Development/Marketing experience a plus but is not required

Strong customer service orientation.

Good organizational skills; able to manage multiple areas with sometimes conflicting priorities.

COMPUTER SKILLS: must have solid computer skills in word processing, spreadsheets, fundraising/contact databases and the internet (including email). Desktop publishing and PowerPoint skills would be helpful. Must understand social media. (See attached computer program sheet).

LANGUAGE AND COMMUNICATION SKILLS: ability to read and comprehend instructions, correspondence, memos, safety rules, operation and maintenance instructions and procedures.

Ability to write routine reports and correspondence.

Ability to effectively present information in one-on-one and small and large group situations to customers, clients and other employees.

Strong communication skills are required to ensure clear communications with coworkers and external clients. Excellent phone voice. Diplomatic; able to establish rapport with diverse groups - ethnic, religious, racial, socioeconomic, etc. Bilingual in Spanish a plus.

MATHEMATICAL SKILLS: good mathematic skills are required to manage and track budgets

January 3, 2012

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few variables in standardized situations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with legally protected disabilities to perform the essential functions.

The work environment characteristics 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 legally protected disabilities to perform the essential functions. Position requires some driving, lifting up to 25 lbs., keyboarding.

Must understand and support BACN's mission and present a positive image of BACN to the community.

Must pass Fingerprint/Child Abuse Index Clearance, TB Test, Pre-employment Physical/Drug Test
Must have drivers license in good standing, own vehicle and vehicle insurance

This has been reviewed by the Employee and Supervisor, and is agreed to by both.

Signed by:

Employee Signature & Date

Supervisor Signature & Date

Signed original: HR File

Copy: Employee

Bay Area Crisis Nursery Job Description

January 3, 2012

Events that may require evening or weekend work, and may require working over 20 hours in a week.
Time periods highlighted in yellow indicate times *when vacations may not be scheduled.*

Event	Approximate Timing
Crab Feed	3 rd /4 th Saturday in Jan
Easter Baskets	For 4 weeks beginning 6 weeks before Easter
BBQ	Saturday closest to 7/20
Yard Sale Pre-Sort	2 nd week Aug-2 nd week September
Week of Caring	Mid September
Fall Gala	1 st /2 nd Saturday in November
Christmas	12/10 - 1/10