



## Development Associate

<b>Reports to:</b>	Director of Development
<b>Compensation Category:</b>	Hourly
<b>Schedule:</b>	Part-time, 20-25 hours/week

### Overview

The Development Associate works with the Development Director and the Advancement Team to achieve Development department goals. In order to further the mission of Mustard Seed School, the Development Associate will input, track and manage data; run reports, donor acknowledgements and other communications; and, at times, will assist with Advancement events in close collaboration with the Development team.

### Key Skills

- Excellent written and verbal communication skills
- Strong management and organizational skills
- Database management experience, Raiser's Edge preferred
- Collaborative, with ability to work on projects with or without a team of people
- High level multi-tasking and project management skills
- Attention to detail, with the ability to see the big picture and meet goals
- High level of ownership, takes initiative and has the ability to work without significant guidance

### DEVELOPMENT

#### Database, Donation Tracking, and Administration

- **Database**— Input daily donations, pledges, stock gifts, constituent data. Help facilitate the generation of mailing lists, email lists, and receipts. Assist in the cleanup and preparation of database for migration. Maintain database with appropriate constituent and transaction updates, corrections, and additions.
- **Reporting**—Work with Development Director to create reports for Board meetings, Development Committee meetings, etc.
- **Finance**—Work with Development Director to create financial reports on: gifts

received, performance of appeals, events, etc. Batch all cash, checks, and credit card donations to the Business Office in a timely manner. Produce a monthly reconciliation report for the Business Office and the Development Office.

- **Donor Administration**– Assist Development Director in managing pledges and pledge fulfillment. Oversee thank you process: work with the Head of School and Development Director to ensure that thank you letters and calls occur in a timely and thoughtful manner.
- **Administrative**–Manage the recurring needs of the Development Office such as ordering office supplies and stationery, management of filing etc.

### **Events**

- **Fundraising Events**–Help execute Development events, including but not limited to the Change Makers Benefit, Merry Match, donor events, and others.
- **School Events**–In close collaboration with the Advancement Team, support school events related to Advancement.

### **Professional Development**

- Participate in database training, research best practice for database administration, data management, and keep on top of trends.
- Participate in an annual evaluation of job performance

### **Further**

- Honor the commitments that are expressed in Mustard Seed School handbooks
- Work with Development Team to complete tasks and further the mission of Mustard Seed
- Work with Advancement Team to further the mission of Mustard Seed
- Actively participate in a Christian worshiping community