



Helping Courageous Moms Lift Their Children Out of Homelessness

Job Description

Position: Development Assistant

Reports to: Director of Institutional Advancement

Supervises: Volunteers

Hours: 35 hours/wk. Occasional weekends and evenings as needed.

SUMMARY: The Development Assistant is responsible for all administrative aspects of development, marketing and public relations activities at Brookview. They play a key role in providing administrative and logistical support to the Director of Institutional Advancement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Providing support to the Director of Institutional Advancement including scheduling meetings, attending meetings, making telephone calls / emails; preparing agendas and meeting minutes, etc.
- Preparing acknowledgement letters and other correspondence
- Maintaining accurate comprehensive databases for grants, donors, potential donors, volunteers and events; producing assigned reports
- Entering gift information into Raiser's Edge and Network for Good
- Assistance with the volunteer program
- Conducting and managing a strategic grant research to identify prospective funding opportunities
- Producing well-written summaries of current and prospective public / private funders and partners
- Conducting research for funding proposals and marketing activities
- Producing and updating calendars to include proposal deadlines, reporting due dates, grant requirements, site visits, events and other relevant activities and communicating this information to relevant staff in a timely manner
- Preparing media materials and donor events and meetings
- Coordinating and assisting with all aspects of appeals and events
- Coordinating and preparing for site visits
- Participating in the agency and program evaluation process including tracking and measuring outcomes
- Other duties may be assigned

QUALIFICATIONS:

- Bachelor's Degree preferred.
- Two years relevant experience required.
- Excellent research, writing and critical thinking skills, with the ability to comprehend and synthesize information across multiple sources.
- Excellent communication skills.

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- Ability to work independently and collaboratively, manage details across multiple projects, and consistently meet deadlines.
- Proficient in MS Office and ability to quickly become proficient with other software programs including databases.
- Experience with Raiser's Edge and Network for Good strongly preferred.
- Must be able to work evenings and weekends as needed.
- Must be fluent in English.
- Valid driver's license and access to a vehicle required.

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