

Development Assistant Job Description



The Development Assistant is responsible for multiple facets of Fear 2 Freedom's (F2F) fundraising efforts. This position manages Fear 2 Freedom's SALSA donor database and administratively supports the CEO in all fundraising appeals and events, including digital and virtual fundraising. This position is responsible for ensuring donor data is accurately managed to ensure data integrity, and executing development office functions to reach F2F's fundraising goals. This is a part time 22.5 hours a week, hourly paid position.

The Development Assistant's responsibilities include:

- Manage SALSA CRM donor database to include:
 - Gift processing, ongoing clean up, and generating reports
 - Perform data entry, generate reports, and primary administrator of SALSA CRM
 - Create and send emails using SALSA CRM software platforms
- Assist Executive Director with fundraising appeals, mailings, events, and campaigns
- Prepare sponsorship packets, new donor packets, and other needs for donor meetings
- Facilitate all development department mailings
- Generate pledge reminders and donor follow up outreach as needed
- Organize donor files and execute filing of donor gifts and correspondence
- Support Executive Director in any admin needs for Board of Directors meetings
- Support all fundraising event admin needs such as create Development Committee meeting agendas, record meeting minutes, track RSVP list, generate and send out correspondence
- Assist Executive Director and Chief Operating Officer with daily tasks and special projects

Requirements:

- Bachelor's degree preferred
- Valid state driver's license
- A positive, welcoming attitude and outstanding internal/external customer service skills, including handling issues with sensitivity. Ability to conduct oneself in a professional manner and to communicate effectively and appropriately with a variety of people from diverse backgrounds
- Demonstrated strong organizational and time management skills, ability to prioritize projects, efficient and accurate in completing tasks as required attending to details and able to anticipate and meet deadlines while working under pressure of multiple and changing priorities
- Strong aptitude to work in a collaborative team setting on multiple projects and programs
- CRM management system experience preferred (SALSA CRM experience a plus!)
- Demonstrated excellence in organizational and communication skills
- Strong attention to detail and ability to thrive in a fast pace work environment

- Sense of initiative and critical thinker with excellent multitasking skills
- Team player, solution minded with confidence to work independently
- Proficiency in Google Drive and Microsoft Office required

Hourly Rate:

\$18

Interested applicants, please email a cover letter and resume to Chief Operating Officer, January Serda, at **January@Fear2Freedom.org**.

About Fear 2 Freedom

Our mission at F2F is to help restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence.

Fear 2 Freedom Location

We are located at 12284 Warwick Blvd., Suite 2H, Newport News, VA 23606. Our office is in the Huffman & Huffman Building, directly across the street from CNU's Ferguson Center for the Arts.

Visit us online at www.Fear2Freedom.org.