



EMPLOYEE NAME:		
Job Title: Development Assistant	FLSA Status: Non-exempt	Department/Location: Administration/Olympia
Reports To: Development Manager	Pay Grade: Step 2 on salary schedule has range of \$14.28 to \$20.40 as of 5/21/21.	Revision Date: April 16, 2017, June 10, 2019, August 16, 2019, January 9, 2021, May 21, 2021

POSITIONS REPORTING TO THIS POSITION:
None

JOB SUMMARY:
The Development Assistant provides overall administrative support for the Development Department and organization by preparing mailings, querying and updating the client relations management database and preparing donor acknowledgement letters. The Development Assistant also maintains Board minutes, and may assist with policies and committee meeting notes.

DUTIES
<ol style="list-style-type: none"> 1. Processes gift entries (donations) and prepares acknowledgment letters and other correspondence. 2. Maintains development files and database records. 3. Assists Development Manager with all aspects of events, appeals and other community engagement efforts. 4. Participates in internal and external agency activities as requested, including attending meetings, retreats, events and trainings. 5. Takes minutes in support of the Board of Directors. 6. Assists with creation of the Board Dashboard materials preparation and records monthly Board Gifts. 7. Helps Marketing Coordinator with elements of mailer production. 8. Coordinates meetings, makes room reservations, and schedules special functions. 9. Composes correspondence for silent auction procurement, sponsorships, and other duties. 10. Creates catalog of silent auction items in database. 11. Oversees the logging of Volunteer hours for the Development Department each month. 12. Has strong ability to read and interpret written and oral information and directions. 13. Skill in time management. 14. Punctuality with project deadlines. 15. Communicates well.

16. Attention to fine details.
17. Demonstrates professional business etiquette.
18. Performs other duties as assigned.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES

REQUIRED: Washington State Driver's License
PREFERRED:

EDUCATION REQUIREMENTS AND PREFERENCES:

REQUIRED:

Associate Degree and two years experience with Microsoft Office Suite including Word, Excel, Publisher and Google Drive. Two years experience with database administration. One year experience assisting with special events. One year experience tracking detailed information such as program reports, personnel tracking system.

PREFERRED:

B.A./B.S. and three-years work experience.

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED:

Experience working as an administrative assistant or clerical assistant in an office environment for two years. Experience working with database administration for one year.

PREFERRED:

Three years progressive experience working as an assistant in a nonprofit environment. Three years experience with database administration.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to communicate well both orally and in writing.
2. Ability to be an independent, self-starter.
3. Ability to manage projects.
4. Ability to solve problems.
5. Ability to demonstrate critical thinking skills.
6. Ability to work well with diverse types of people individually and in groups.
7. Ability to work as a team member and to manage crisis situations with spontaneity, good judgment and flexibility.
8. Ability to promote positive public relations for Senior Services for South Sound.
9. Skill at managing special events

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in an office or branch setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software

(including Microsoft Office products) and security equipment as required to perform Essential Functions. Travel to attend meetings and training sessions is required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk	O	
a. Up to 10 pounds (sedentary)	O	17. Stand (Continuous)		
b. 11-20 pounds (Light)	O	a. 30 minutes	O	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	O	c. 1-3 hours	O	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	O	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	N	
b. 11-20 pounds (Light)	O	b. 60 minutes	N	
c. 21-50 pounds (Medium)	O	c. 1-3 hours	N	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	N	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	N	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	O	7. Creativity	Y	
b. 11-20 pounds (Light)	O	8. Concentration	Y	
c. 21-50 pounds (Medium)	O	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	O	Work Environment	Yes	No
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	O	2. Outside work	Y	
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid		N
6. Climb (stairs) - climb & descend	O	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical	Y	
8. Stoop or bend	F	2. Electrical	Y	
9. Crouch	F	3. Burns	Y	
10. Kneel	F	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	F	6. Cramped/confined work area		N
13. Hear	F	7. Blood borne pathogens		N
14. See	F	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	F			
c. 1-3 hours	F			

d. 3-6 hours	C			
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Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. **If an accommodation is required, contact Human Resources to start the interactive process.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

ED Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.