

THE MOUNT

EDITH WHARTON'S HOME

Development Associate

Supervisor: Development and Membership Manager

Full-time \$20-25 per hour based on experience

Overview:

Reporting directly to the Development and Membership Manager and working closely with the Chief Advancement Officer, the Development Associate will assume primary administrative responsibility for The Mount's donor management systems and support all fundraising activities. They will manage all Raiser's Edge database functions and coordinate technical aspects of The Mount's development efforts.

Responsibilities:

- Responsible for gift entry reporting, generating acknowledgment letters, and entering stewardship notes into Raiser's Edge
- Organize and facilitate mailing of all acknowledgment letters
- Assist Manager with membership materials, member eblasts, and other communications
- Support Manager with management and data hygiene of Raiser's Edge
- Assist with coordination of, set up, and check-in at all donor, cultivation, and fundraising events; oversee guest lists and prepare donor and prospect bio forms
- Help prepare for and assist with Board and committee meetings, including take minutes
- Maintain and update all Board materials, such as directory, email list, committees, term charts
- Oversee and maintain Development Department stationery, donor signage, brochures, membership cards, and other collateral
- Work collaboratively with all departments of The Mount, including attend relevant department and staff meetings
- Perform a variety of administrative support functions including collecting and processing mail on a daily basis; answering phone calls regarding donation, membership, and event questions and inquiries; preparing reports and documents and any other duties as assigned

Qualifications and Skills:

- Development work experience
- Knowledge of Blackbaud donor database software, preferably Raiser's Edge
- Proficiency in Microsoft Word, Excel, and other basic software and information management systems
- Ability to work independently as well as part of a team
- Excellent written and verbal communication
- Excellent customer service skills
- Demonstrated ability to work efficiently on and prioritize multiple projects
- Able to give and receive constructive feedback
- Must be available on selected evenings, weekends, and holidays to attend programs and special events

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.