****

**Position Available**

Title of Position: Development Assistant

Date Position Available: Immediately

Position Reports To: Chief Development Officer

Position is: Full Time (40 hours/week) Monday-Friday 8:30am-5:30pm and weekend target team (phone duty) as assigned

**About Us:**

**Mission**: To provide compassionate, dependable care and opportunities for high-quality living to those with intellectual developmental disabilities and delicate medical conditions through physical, social, spiritual, educational, vocational and emotional support.

**Vision**: We believe in the possibility that lies within each individual, regardless of physical and mental ability, and that all have the right to the highest quality of life.

Holy Angels, a residential facility located in Belmont, NC, provides specialized, round-the-clock care for children and adults with intellectual developmental disabilities and delicate medical conditions. In a loving, home like environment that fosters compassionate care, opportunities for dignified living and innovative learning programs, we strive to empower those who are differently able. Holy Angels is dedicated to cultivating meaningful relationships with our individual donors, foundations, corporations, government and others funders to build the critical network of support that funds the work that we do. The Development Team works hard to appreciate our donors as every gift, both large and small, makes a difference in the lives of those we are privileged to serve.

**Position Summary:**

The Development Assistant is responsible for the maintenance and upkeep of the fundraising and donor database “Raiser’s Edge”, ensuring the organization is effectively documenting and stewarding all donor contributions in a timely and efficient manner. This position also has specific assignments related to the Annual Fund, Special Events, External Events and other development initiatives. She/he also is responsible for the administrative needs of the Development Staff and Community Relations in the areas of file management, correspondence, mailings and special event support.

**Qualifications:**

* College Graduate – Bachelor’s Degree
* 2-4 years’ experience in database management, preferably Raiser’s Edge
* Excellent oral and written communication skills
* Demonstrated attention to detail
* Experienced user of Microsoft Office products
* Excellent organization and time management skills

**Application Procedures and Special Instructions:**

Apply online at [Holy Angels Job Application](https://www.holyangelsnc.org/careers/)