



Title: **Development Assistant**

Status: Full time, Non-exempt

Location: Charlotte, NC

Reports to: Development Director

Salary Range: \$35,000-\$45,000

**About Organization:** Right Moves for Youth (RMFY) is a school-based prevention and support program that collaborates with Charlotte-Mecklenburg Schools, the Charlotte-Mecklenburg Police Department, the Mecklenburg County Sheriff's Office, and other community partners to help students in middle and high schools understand the importance of graduating, and the impact that having a high school diploma can have on their lives. Staff and volunteers work with students to help them learn and practice new skills, give and receive peer support, develop positive relationships with adult mentors, and find new meaning in succeeding in school and graduating. The mission of Right Moves for Youth is to help students in grades 6-12 make the most out of their education, connections, and opportunities to set themselves up for future success.

**Position Summary:** Primary responsibilities include working directly with the Development Director and taking a lead role in donor database management, donor thank you notes and pledge reminders, and assisting with other major functions of development.

<b>Major Responsibilities:</b>	<b>% Of Time Spent</b>
Donor Database Management	35%
Donor Thank you notes and pledge reminders	20%
Assist with fundraising event planning and execution	20%
Manage administrative grant records and tracking	10%
Assist with donor stewardship and cultivation	10%
Other duties as assigned	5%

### **Essential Functions:**

#### **Donor Database Management:**

- Manage the donor database, ensuring accurate, complete donor data. Routinely enter gifts that come from all sources.
- Ensure records are updated with new prospects, new donor information, moves management tracking, etc.
- Assist with prospect research, reports, and analysis.
- Takes initiative to learn and be the database expert and resource for other staff.

#### **Donor Thank you note, pledge reminders, and direct mail:**

- Execute the donation acknowledgement process within 24-48 hours of receipt.
- Maintain tracking of pledges and communicate reminders to donors in appropriate time.



- Assist Development Director with the execution of solicitation letters and direct mail, including preparing address reports.

#### **Assist with fundraising event planning and execution:**

- Manage project tracking system with key milestones.
- Assist with event strategy that strengthens fundraising and engagement with organization.
- Assist with communication with vendors, guests, etc.
- Assist with sponsorship process, help to provide a high-quality sponsor experience.
- Assist with event execution which may require night and weekend hours, local travel for event errands, etc.
- Sit on Twilight Race Committee and help maintain meeting notes.

#### **Manage administrative grant records and tracking:**

- Maintain master grant tracking spreadsheet and calendar including reporting deadlines and other important dates and deliverables.

#### **Assist with donor stewardship and cultivation:**

- In partnership with the Development Director, support the strategies that lead to effective donor prospecting, cultivating, segmenting, recognition, and stewardship.
- Supports increasing the organization's revenue to achieve the annual fundraising goal.

#### **Additional Responsibilities:**

- Sit on the Development Committee; help maintain meeting notes.
- With the Development Director and Executive Director, strategize to attend community events and serve as an ambassador for the organization.
- Support and attend other organization programs and events as necessary.
- Serve as a team member that helps one another and supports a caring community in the workplace.
- Other duties as assigned.

#### **Characteristics**

- Displays the values of RMFY: service, learning, effectiveness, and loyalty.
- Enthusiasm to learn and build deep relationships.
- Passion for serving youth and the community.
- Ability to thrive in a fast-paced working environment, okay with being flexible.
- Interest in fundraising profession; participation in Association of Fundraising Professionals



### **Qualifications**

- Bachelor's Degree
- Work experience showing dedication, consistency, teamwork, and leadership skills.
- Excellent interpersonal/relationship building skills.
- Excellent organizational skills.
- Proficiency with fund development databases and other computer functions (word processing, spreadsheets, PowerPoint, desktop databases, presentation software, etc.)
- Excellent written and verbal communication skills, including the ability to proofread and correct errors.
- Sensitivity to and ability to work with diverse groups, excellent customer service.
- Ability to exercise discretion while managing confidential information.
- Ability to work flexible hours (including some evenings and weekends) as approved by the Development Director

### **Office Expectations**

- Monday through Friday, 8:30am to 5:00pm
- Works partially in an office environment and partially remote as agreed to with the Development Director.
- Can work in different conditions: sole person in the office or with several others in the office; alone or collaboratively.

### **Physical Demand and Work Environment:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer.
- Ability to reach, stoop, kneel, and exert up to 25 lbs.
- This role routinely uses standard office equipment.
- This job may involve standing and/or walking for extended periods of time, climbing stairs, and walking up inclines or on uneven terrain.

I have read this job description and fully understand the requirements of the position. I accept the position and agree to follow the requirements listed. I will perform all duties and responsibilities to the best of my ability. I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Right Moves for Youth. I agree to abide by all the job requirements and qualifications listed above.



Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

*The information in this document is not intended to constitute a contract of employment or create contractual rights of any kind between Right Moves for Youth and its employees. At Right Moves for Youth employees are employed "at will." This means that employees may terminate their employment at any time and for any reason, and that the company has the right to terminate employees on the same basis. Right Moves for Youth reserves the right to modify, suspend, change or terminate the information in this document at any time, with or without prior notice.*