

**Position Title:** Development Assistant  
**FLSA Status:** Non-Exempt  
**Reports To:** Vice President for Development, Paso del Norte Community Foundation

---

**Position Summary:** Working in collaboration with the Vice President for Development and the Development Team, responsible for a range of development activities and providing confidential administrative support in furthering the Foundation's mission.

---

**General Duties and Responsibilities:**

Assist with Foundation relations:

- Update and maintain Foundation Raiser's Edge database including all entries of donors and gifts
- Prepare letters and reports for donors and stakeholders
- Maintain up-to-date mailing lists for all Foundation communications
- Utilize Raiser's Edge donor management software to input donor cultivation and solicitation activities for tracking and monitoring of results to include: creating reports and tracking fundraising results, documenting correspondence, uploading proposals, agreements, and reports and inputting action items and reporting deadlines
- Prepare bulk mailings for cultivation, solicitation of donor prospects including but not limited to brochures, letters, newsletters and reports
- Serve as liaison for donors related to gift receipting, donor reports, agency fund and donor-advised fund grant disbursements and expenses, and donor questions and overall donor service and relations
- Maintain updates to Foundation website
- Attend/participate in meetings or serve on committees and work groups as assigned. Prepare documents for committee/work group and take notes or prepare minutes and perform follow up activities as needed
- Assist in scheduling and preparing for board, committee and other meetings by providing data/reports regarding fund development activities

Greet and assist personnel and visitors in person and over the phone

- Develop and foster professional association with clientele.
- Serve in the rotation for front desk coverage as needed.

Process accounts payable, accounts receivable, contributions and distributions

- Utilize Raiser's Edge and Financial Edge to compile, sort and verify expenditure and payment requests for accounting staff.
- Process pledges and payments (cash, checks, ACH and credit cards) and record in database system
- Prepare donor reports from Raiser's Edge for accounting purposes
- Scan supporting documents and maintain print and electronic file system for all donor records
- Provide support for the annual audit and 990 filing

Perform clerical support tasks.

- Perform administrative tasks including but not limited to data entry, word processing, filing, routing messages and processing daily mail
- Track equipment and records usage, schedule service calls as necessary
- Provide support for submitting monthly expense reports and receipts
- Provide English to Spanish and Spanish to English translation as needed
- Assist with proof-reading and editing documents

---

**Qualifications:**

**Education and Experience:**

- Bachelor's degree in business or accounting preferred.
- Three years working experience in a non-profit organization preferred.
- Experience using Raiser's Edge software preferred.

**Knowledge, Skills and Abilities:**

- Computer software and donor database software experience.
- Strong administrative skills to include: ability to organize, set schedules, and prioritize tasks.
- Excellent written and oral communications and interpersonal skills.
- Strong work ethic and initiative
- Team-oriented approach and positive attitude
- Considerable knowledge of office and phone etiquette and protocols.
- Working knowledge of accounting and reconciliation techniques.
- Computer literacy, especially in MS Word, Excel, Access and PowerPoint, and donor management software, preferably Raiser's Edge.
- Excellent written and verbal communication skills in English and Spanish.
- Ability to organize and manage multiple projects with advanced organizational, analytical and time management skills.
- Ability to develop and foster relationships with donors, stakeholders and staff
- Ability to establish and maintain records, prepare reports, compile and organize data.

---

**Physical Requirements / Work Conditions:**

- Work conducted in office environment
- Able to work occasional nights and weekends.
- Repetitive motion in the operation of computer.
- Frequent sitting required occasional standing, bending and stooping.
- Able to lift 20 pounds.
- Must be able to drive own vehicle as needed.

**OTHER RESPONSIBILITIES:**

- Performs other related duties for the Foundation as needed.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.

*The essential functions and responsibilities of this job can be performed and completed working at the office and remotely, after successful onboarding and approval from the VP of*

*Development. While working remotely, you must adhere to the Foundation's Policies and Procedures.*