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| POSITION: | DEVELOPMENT ASSISTANT |
| REPORTS TO: | DIRECTOR OF DEVELOPMENT |
| JOB CATEGORY: | REGULAR FULL-TIME; NON-EXEMPT |

Job Description

Summary:

Under the direction of the Director of Development, the Development Assistant is responsible for assisting with administrative aspects of development and public relations activities for Ronald McDonald House Charities of Hawaii's Development Department. This position is subject to the general policies established by the Board of Directors.

Essential Duties – Donor Relations:

1. Processes donations and prepares acknowledgement letters and other correspondence.
2. Updates and corrects database records.
3. Coordinates and follows-up on donor fulfillment.
4. Other donor phone and written correspondence as needed/required.
5. Assists with coordination of direct mail efforts.
6. Assists with on-line fundraising efforts.

Essential Duties – Special Events/PR Projects:

1. Assists with coordination of fundraising events: meeting/negotiating with vendors, preparing solicitation lists, correspondence and follow-up phone calls.
2. Assists with soliciting and processing donations of goods and services for special events with follow-up as required/needed.
3. Maintains guest lists, gathers and prepares registration materials and other duties as assigned for fund-raising events.
4. Assembles, prints, packages, mails/emails special events and public relations materials for distribution. This includes invitations, programs, newsletters, premium offers, etc.

Other Duties:

1. Assists Public Relations Manager with activities as needed.
2. Assists with overseeing department volunteers.

3. Promotes a positive image of the Ronald McDonald House through exceptional communications, behavior and a professional attitude.
4. Assists with Development and House special events and activities as needed. Demonstrates willingness to work as part of a team and assists co-workers in other organizational and program work as needed or required. Maintains reliable work attendance.
5. Performs other miscellaneous duties and functions as may be assigned by the Director of Development or the President to support and further the mission of Ronald McDonald House Charities of Hawaii.

Qualifications/Skills and Knowledge Requirements:

1. Associates or bachelor's degree, equivalent course work/training in marketing, business, communications or related field.
2. Minimum three (3) years experience in an administrative position, preferably in a not-for-profit development office.
3. Proficiency in Microsoft Word and Excel. PowerPoint, Outlook, Database management and Internet Explorer experience is a plus.
4. Ability to compose standard office correspondence. Must be able to operate standard office equipment (computer, printers, calculator, copier/scanner, fax, telephone).
5. Strong verbal and written communication skills.
6. Ability to organize and prioritize work. Ability to work independently.
7. Positive attitude, with sensitivity to the needs of the guest families.
8. Ability to lift up to 25 pounds.
9. Available to work Monday through Friday, 8AM – 5PM, in addition to evenings and weekends as required.
10. Valid driver's license and clean driver's abstract for the operation of House vehicles to transport House guests, run errands, deliver/pick up House supplies, materials, donations, etc.
11. Commitment to the mission and goals of the organization.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Management has the right to add, revise, or delete information in this description.