



DEVELOPMENT ASSISTANT

Position Summary

The Development Assistant helps Su Casa in its mission to create multigenerational support for Latino immigrant families by aiding the marketing and development team through data management and operational support. The assistant helps ensure that all data from fundraising and marketing are tracked and accurate. This includes monitoring and editing systems for donor gifts and tracking, fundraising campaign tracking, and data entry for marketing and events. The assistant also helps track data around social media accounts and in ensuring communication goes out in a timely fashion.

The assistant works under the direction of the Marketing and Development Coordinator, overseen by the Executive Director, to help execute the fundraising and marketing plans for the year. This part-time position requires a task-driven, detail-oriented personality who has a passion for reporting and data entry and who is self-propelled to complete tedious tasks.

Schedule

- Starting at 20 hours per week, may increase up to 29 hours weekly
- Flexible hours between 8:30am – 5:00pm, Monday - Friday; exact schedule determined with the supervisor
 - Weekend and evening event support during high fundraising and marketing seasons
 - Additional Su Casa Family events as outlined in the staff calendar
- Pay starting: \$15/hour

Preferred Education and Experience

- High school diploma or equivalent required; college degree preferred
- Experience with CRM systems, databases, spreadsheets, or other record-management required
- Experience in administrative or data-based roles preferred; nonprofit or fundraising experience also considered

Skills and/or Attributes

- Personality:
 - Driven to complete tasks with high attention to detail and accuracy, organized and self-governed to require little oversight, an affinity for spreadsheets, numbers, and data systems.
- Quick to learn new computer and web-based systems and technology, comfort in using social media platforms for data retrieval and support in posting.
- Professional and teachable demeanor:
 - Flexible, willing to learn new skills, *problem solver*, able to prioritize tasks, communicate effectively and respectfully, timely, and attentive to details
- Comfortable working in a multilingual, Christian environment



Essential Duties and Responsibilities

1. Donor Management Systems

- a. Maintain all donor information, records, lists, and gifts in the donor management software.
- b. Review incoming donations and accounts regularly for updates, missing or incomplete information and reconciliation.
- c. Support the finance team in reconciling donation records and preparation of tax receipts and acknowledgements.
- d. Prepare donor reports and lists as needed.
- e. Assist in utilizing reports to analyze fundraising and marketing efforts.

2. Fundraising Support

- a. Prepare and maintain lists—email, mailing, contacts, funders, etc.-- for fundraising campaigns.
- b. Track responses, donations, participation, or other fundraising information.
- c. Complete data entry for funding campaigns.
- d. Assist in fundraising events including registration and RSVPs, event participation and donations, event set up, execution, and clean up, post-event data and acknowledgements.

3. Marketing Support

- a. Aid the marketing and development coordinator with any duties, which may include:
 - i. Scheduling and posting social media outreach (weekly posts on Facebook/Instagram).
 - ii. Collecting, organizing, or creating social media posts.
 - iii. Preparing flyers, handouts, thank you cards, mailers for fundraising events or campaigns.
 - iv. Event preparation and closeout after events.
 - v. Tabling at events designed to promote the work of Su Casa or bring in funders for Su Casa.

4. Policies and Procedures

- a. Demonstrate punctuality and hard work ethic.
- b. Report any concerns or problems to your supervisor and/or the directors.
- c. Maintain confidentiality in all reporting and record keeping.
- d. Communicate clearly and in a timely manner with your supervisor.
- e. Approach all participants respectfully and in a way that exhibits God's grace.

5. Su Casa Mission and Team

- a. Maintain a professional work environment and ethic at all times
- b. Attend Su Casa Family Ministries events, as outlined in the staff calendar.
- c. Support the mission and values of Su Casa, including the Statement of Faith.
- d. Show flexibility and a team spirit when asked to assist in other duties outside of the normal job description.