**DEVELOPMENT ASSISTANT**

TITLE: Development Assistant

LOCATION: 1400 Maiden Lane, Del Mar, CA 92014

STATUS: 25-40 hours per week

EDUCATION/EXPERIENCE: Minimum of a Bachelor’s degree and 2 years of relevant work experience

COMPENSATION: $18-$20/hr.

DESCRIPTION:

The Diabetes Research Connection (DRC) connects donors with early-career scientists, enabling them to perform peer-reviewed, novel research designed to prevent, cure and improve the quality of life for those with type 1 diabetes. Working closely with the Director of Development (DD), the Development Assistant (DA) will be a key member of the Development Department team. This individual will support the fundraising goals of the organization through guiding and managing the CRM database to ensure effective account management and accurate financial reporting by utilizing best practices in fundraising. The DA will also support the administration of the Department. The DA’s main role is to support the DD in fundraising goals related to grants, restricted projects, individual donations, new donors, increasing current donor retention rate and growing pools of prospects and donors.

DUTIES/RESPONSIBILITIES:

*Plan Fund Development Activities*

* Work with the DD in implementing an annual fund development plan which increases revenue to support the organization.
* With the DD, identify new channels of acquisition and assist in implementing a cultivation plan for all donors.
* Research the giving capacity for each donor currently in the database and create reports to present to the DD which identify prospects, major donors and new solicitations.
* Help manage the cultivation calendar in assisting with newsletters/annual reports, personal cards and small-scale events.

*Annual Fundraising Event(s)*

* Help organize committee meetings and volunteer list management and communication.
* Responsible for all registrations through GiveSmart, updating lists daily and serve as point person for registration on the night of event.
* Logistics support for the event: communicate with vendors and sponsors; ticket sales and help secure silent auction donations. Manage the event website and mailing lists for “save the dates” and invitations.
* After the event, provide thank you notes, finalize invoices, create reports for DD with next steps and provide accurate information.

*General Development Department Support*

* Manage the DRC phone messaging system and appropriately relay messages to the DD and ED.
* Maintain grants calendar and assist in research, tracking and reporting.
* Plan, calendar and provide logistics support for all fundraising and cultivation/stewardship events throughout the fiscal year.
* Organize and implement all fundraising campaigns online and offline.
* Assist in donor mailings.
* Manage donor database and donor files in CRM while tracking all next steps for donors, the DD and ED. Regularly clean-up the database to ensure data quality, including de-duplicating and merging records.
* Assist in maintaining development-related social media and email calendars.
* Provide support for all development initiatives including, but not limited to, assisting the design, printing and distribution of communication materials for development efforts, aid in creating public awareness of fundraising activities and identify opportunities in the community for new opportunities.
* Provide accurate reports as requested by the Department, for internal and external use, and Board reporting.
* Gather, scan and organize receipts and maintain expense tracking.

*Gift Processing Management*

* Accurately enter all donations for the organization in a timely manner.
* Ensure accuracy and integrity of all donation information in database.
* Conduct all check processing and create all gift acknowledgements.
* Coordinate in-kind donations and issue receipts.
* Create pledge reminders.
* Reconcile online donations and CRM records weekly.

GENERAL REQUIREMENTS:

* Minimum of a Bachelor’s degree and 2 years of relevant work experience. Experience in a not-for-profit and/or in fundraising preferred.
* Minimum of 1 year of CRM experience and training on how to build customized reports.
* Must be an exceptionally organized, detail-oriented self-starter who is personable and has excellent written and verbal communication skills.
* Edits all materials.
* Can multi-task and adjust to seasonal or event-related fluctuations in daily workload.
* Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint, as well as Google Docs.
* Knowledge of fundraising database programs.
* Must possess the ability to work autonomously and with limited direction.
* Strong problem-solving abilities, including the ability to identify and solve organizational and departmental needs in support of the DD.
* Candidate is expected to contribute to a culture based upon respect, teamwork and collaboration.
* Adaptability, creativity and a passion for the mission of DRC.
* Must be willing and able to work outside of normal business hours during peak seasons and events.
* Other responsibilities may be required by the Board of Directors, DD or ED to fulfill the mission and goals of our organization.

HOW TO APPLY:

Send resume and cover letter to the Director of Development, Casey Davis, at cdavis@DiabetesResearchConnection.org.