

***Young Women's Christian Association  
Greater Pittsburgh***

**JOB DESCRIPTION**

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**JOB TITLE:** Development Assistant

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**Reports to:** Director of Development and Marketing

**FLSA Classification/Job Grade:** Non - Exempt    **Grade:** 6(A)    **Hiring Range:** \$12.87/hr - \$16.37/hr  
**Pay Range:** \$12.87/hr - \$20.87/hr

**Department:** Development and Communications Department

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**JOB SUMMARY:**

This position provides administrative support for Development and Communications. Responsibilities include the management of information, data, and correspondence, coordination of special events, fundraisers and appeals, coordination of membership and volunteer programs, cash handling, budgeting and reporting, social networking and Web communications.

**MINIMUM QUALIFICATIONS:**

Associates, Business, or Technical Degree with three (3) years relevant experience or Bachelor's Degree with two (2) years relevant experience preferred.

**KNOWLEDGE AND SKILLS:**

- Universal filing skills.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Internet and social networking skills.
- Working knowledge of donor database software. DonorPro preferred.
- Superior customer service skills.
- Familiarity with Outlook/e-mail.
- Knowledge of Web design, scanning, and digital imaging.
- Strong math aptitude.
- Demonstrated oral/written communication and strong grammatical skills.
- Strong planning, coordinating, organizing and multi-tasking skills.
- Ability to effectively recruit and work with a diverse group of individuals in event planning and volunteer coordination.
- Creative and self-motivated with great attention to detail.

**ESSENTIAL RESPONSIBILITIES:**

*Administrative*

- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- Assemble sponsor/information kits for events and/or meetings.
- Maintain appointment schedules.
- Order and maintain inventory of office supplies.
- Process and prepare invoices for signature and routing.
- Manage petty cash and cash advances, and maintain accurate records. Prepare daily deposit for agency.

- Oversee bulk/standard mailing of invitations and membership materials.

*Development and Communications*

- Process donations and prepare acknowledgement letters and program correspondence.
- Maintain foundation, corporation and individual donor files.
- Create fundraising/grant reports and other database reports as needed.
- Continually update and correct database records.
- Maintain and update program database information.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Coordinate production and mailing of year-end appeal letters.
- Maintain and update the agency's Facebook and Twitter pages with appropriate content.
- Assist with event coordination, including registration, set-up, seating, and execution.
- Solicit membership partners to support membership program.
- Oversee design of promotional materials needed for memberships and annual campaign.
- Coordinate membership drives, outreach, and volunteer activity.

*General*

- Work in conjunction with co-workers and management to achieve Affirmative Action goals.
- Maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee and contract information.
- Display consistent professionalism and courtesy when interacting with internal and external customers.
- Promote and support the mission, values, and goals of the YWCA.
- Ensure that agency uses approved logos and follows branding guidelines.
- Participate in YWCA professional development opportunities successfully implementing new skills, knowledge and procedures.
- Perform other such duties as may be assigned.

**Effective Date:** 08/26/11

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Signature

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Date