



JOB DESCRIPTION

Position Title: Development & Stewardship Assistant	Classification: Full-time	Date last revised: 3-4-2024
Department: Development	Supervises: N/A	
Reports To: Chief Development Officer		

Key Responsibility

Key Competencies:

- Detail-oriented, with strong organizational, analytical and planning skills.
- Must be able to demonstrate an understanding and eagerness to learn of all aspects of the cultivation and solicitation process.
- Commitment to maintain confidentiality and a high degree of accuracy in donor records.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment.

Key Responsibilities: Data, Stewardship, & Administrative projects

- Manages, operates, and maintains donor database – keeping up with opportunities for improved information/use of the software system (Raiser's Edge and Raiser's Edge NXT) BBBSCI has recently moved to RE-NXT
- Oversee the daily operation of the Development database, which tracks gift/financial and biographical information on donors.
- Manages and prepares all gift acknowledgement letters
- Coordinates donor communications regarding pledges or invoices timely and with the highest attention to accuracy
- Assists with agency's Annual Report, moving along tasks and coordinating with team leads, pulling data needed.
- Provide support to staff by assisting with creation of fundraising reports, developing, and following policies/procedures and serving as a development liaison with Finance and IT.

- Work closely with and oversee monthly reconciliation of fundraising financials with the Finance Department and prepare regular fundraising reports.
- Promote communications between Development and other internal departments.
- Oversee and coordinate ongoing training needs for the team, and support to development professionals in organizational data entry procedures and protection of data integrity.
- Coordinate & manage Donor/Funder stewardship projects and recognition, including regular impact reports & stewardship events.
- Assists with the creation of mass email and direct mail communications on behalf of the Development Department
- Designs and writes gift acknowledgement letters
- Creating and developing donor/funder forms and documents
- Other duties/creative opportunities as assigned.

General:

- Support the development team & Chief Development Officer with operational projects and tasks.
- Attend required meetings and events as scheduled.
- Establish and promote positive communication among all team members of BBBSCI to increase collaboration and reduce inefficiencies.
- Represent BBBSCI in a professional manner at all times, providing courteous service to both internal and external constituents and presenting a positive image of BBBSCI.
- Abide by BBBSCI policies and practices.
- Complete other duties as assigned.

Evaluation of Performance

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Central Indiana.

Experience, education, degrees, and licenses

- Minimum of 1-2 years of working experience in administrative roles or similar.
- Experience with Raiser's Edge (Blackbaud Raiser's Edge Certification preferred).

Physical demands/Work environment

- Must be able to work proficiently with computers and other office equipment.
- Required to travel approximately 20% of time to meet potential partners, vendors or consultants, attend conferences and meetings, etc. Travel is generally within Central Indiana.
- Must have reliable transportation. Drivers of privately owned vehicles must have valid driver's license and meet state required automobile insurance minimums.
- Must be able to meet eligibility requirements in a background check consisting of National Sex Offender, Criminal History and Motor Vehicle Registry and verified through fingerprinting.

Acknowledgements

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Supervisor: I have reviewed this job description with my employee.

Signature: _____ Date: _____

Human Resources:

Signature: _____ Date: _____