

**Title:** Senior Development Assistant – Special Campaigns

**Reporting Relationship:** Reports to Annual Fund Manager

**Job summary**

The Senior Development Assistant – Special Campaigns provides full administrative support for all special campaign efforts, including data entry and gift fulfillment, ongoing results tracking and reporting, and coordination of specialized mailings.

**Core Responsibilities**

- Completes data entry of all campaign gifts up to \$2,499; handles gift acknowledgment and fulfillment
- Provides support for pledge programs; processes pledge payments and monthly EFT gifts, including acknowledgments; generates timely reminders; tracks and reports on payments; helps implement pledge compression campaigns
- Prepares daily and weekly campaign reports; provides weekly suppression and fulfillment reports to fundraising firm; processes incoming reports from fundraising firm
- Supports in-house and phone/mail campaign efforts, including list management, mail preparation, data transfers, gift tracking, timelines, expenses and inventory
- Prepares campaign training materials and distributes to outside calling firm; works with Annual Fund Supervisor to conduct trainings for Membership and Development staff, Sales/Reservation staff as well as Guest Experience staff
- Working with Annual Fund Manager and Development Database Coordinator, supports database management through preparing lists, importing actions and training staff on procedures
- Implement plaque and print recognition program, pulling lists, maintaining updates in the database, and creating proofing lists
- Provides back-up support for processing and tracking all gifts of stock; prepares reports and researches pending stock gifts
- Provides back-up support for non-campaign donor data entry, fulfillment, renewals and mailings as needed
- Answers phones and models departmental standards for customer service
- Participates in special member and donor events
- Assists with special projects as needed

**Absolutely Required Skills / Knowledge / Ability / Experience or Education**

- Minimum four year degree or equivalent experience
- Proven project management skills including organizational skills and attention to detail
- Excellent written/oral communication skills and customer service
- Excellent computer skills including Microsoft Office
- Ability to work within, and maintain MBA Core Values

**Desired Skills / Knowledge / Ability / Experience or Education**

- 2 years development/fund raising experience in a non-profit organization preferred
- 2 years of experience working with database programs, Raiser’s Edge preferred

**Ancillary Responsibilities**

- Works closely with Annual Fund Supervisor to conduct regular audits of procedures and ensure that procedures are updated to reflect any changes