



**Interfaith Works Development Department  
Position Description**

**Development Assistant**

**General Description:** The Development Assistant is a full time position responsible for providing support to IW's Development Team. S/he has primary responsibility for the management of donor data systems, the coordination of IW's acknowledgment processes, and the implementation of fundraising events. S/he will report to IW's Director of Development.

**Responsibilities:**

- Manage donations.
- Run constituent data and gift acknowledgment systems to ensure accuracy and timeliness and to enhance the relationships between Interfaith Works and its supporters.
- Prepare timely donor correspondence and keep excellent records.
- Help manage Director of Development's appointments and calendars, organize files, and schedule tours.
- Assist in the coordination of all development team responsibilities, including fundraising, communications and volunteer/service opportunities. Manage Development Calendar.
- Develop standard and customized donor reports for Leadership Team as requested.
- Support the management of in-kind donations.
- Provide coverage for the front desk when needed.
- Perform other duties as assigned in a collaborative, positive manner.

**Qualifications:**

- Minimum one year experience in administrative work, preferably with a non-profit organization. Development-related experience a strong plus.
- Detail oriented, excellent time management and organizational skills.
- Experience working independently and collaboratively in a fast paced environment.
- Excellent written and verbal skills.
- 1-2 years of experience with data entry and management.
- Proficiency with MS Office Software Suite; Wordpress experience a plus.
- Proficiency with Customer Relationship Management (CRM) database, familiarity with Abila and/or Bloomerang a strong plus.
- Energetic, optimistic, and customer-centered personality.
- Ability to work under pressure
- Strong work ethic with the ability to multi-task

Interfaith Works is an equal opportunity employer. We encourage persons from diverse backgrounds to apply.