



Job Title: Development Assistant

FLSA: 20 Hours, Non-Exempt Hourly

Supervisor: Donor Relations Manager

Position Description: The Development Assistant assists the Development Department in achieving the agency's fundraising goals by overseeing the gift entry and donor acknowledgement processes, and supporting the administrative needs of the department.

Primary Responsibilities:

1. Data Entry and Donor Acknowledgement:
 - Enter daily financial batches into Raisers Edge fundraising system and maintain batch filing system.
 - Enter in-kind gift batches into Raisers Edge and maintain batch filing system.
 - Produce accurate and timely donor acknowledgment letters and other donor correspondence, customized as appropriate.
 - Process online donations made through database's online giving portal.
 - Serve as the primary database administrator. Maintain database policies and procedures to ensure consistent & accurate data entry, data integrity, and security.
 - Serve as primary contact for technical issues with Blackbaud support.
2. Support the administrative needs of the Development Department:
 - Update database records with address changes, appeal tracking, event attendance, relationships, and relevant information to optimize donor stewardship and capture of institutional knowledge.
 - Under the supervision of the Director of Development, assist with the creation of queries, reports and exports to facilitate the organization's mailings, donor listings, reporting needs, fundraising performance tracking, and strategic planning.
 - Assist in donor stewardship including welcoming first-time donors and recognizing donor giving anniversaries.
3. Special events assistance as needed for all Mama's Kitchen fundraising and donor cultivation events; including registration, ticket distribution, and day-of-event support as needed.

Other Duties: Perform other administrative and fundraising duties as needed by the Development team; special projects as assigned.

Required Skills:

1. High School Diploma
2. AA or BA preferred
3. Efficient data entry skills balanced with accuracy and attention to detail
4. Highly proficient computer skills with demonstrated knowledge and practical application of Word, Excel, and PowerPoint
5. Exceptional interpersonal skills and desire to be a collaborative team player
6. Ability to prioritize multiple tasks and meet deadlines with minimal supervision
7. Strong organizational and time management skills.

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8. Experience working or volunteering with nonprofit organizations a plus
9. Excellent oral and written communication skills
10. Knowledge of fundraising software programs, preferably Raiser's Edge, Online Express, and the Classy platform
11. Demonstrable compatibility with the core values of Mama's Kitchen
12. Minimum of one year's experience in an administrative setting, preferably within the development department of a nonprofit organization

To Apply: Email resume and cover letter to haley@mamaskitchen.org

Vision Statement:

We envision a community where all individuals with critical illnesses are no longer vulnerable to hunger.

Mission Statement:

Mama's Kitchen, a community-driven organization, believes that everyone is entitled to the basic necessity of life – nutritious food. Our nutrition services improve the lives of women, men, and children vulnerable to hunger due to HIV, cancer, or other critical illnesses.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.