

FLSA Status:	Non exempt
Prepared By:	Sara Jacobson
Job Title:	Development Assistant
Reports To:	Director of Development
Prepared Date:	8/22/25

Summary:

The Development Assistant is responsible for organizing and leading tours of Positive Tomorrows' facility and coordinating all in-kind donations and collections to meet the needs of Positive Tomorrows and its clients as expressed in the Vision Statement, Mission Statement and Strategic Plan. The Development Assistant organizes outreach and presentations in the community, including United Way activities, to increase the organization's exposure and recruit volunteers and corporate partners. In addition, the Development Assistant will assist in tracking, stewardship, volunteer management, communications, events, and donor relations in collaboration with other Development staff members.

Essential Duties and Responsibilities:

- Coordinates and leads tours of the Positive Tomorrows campus.
- Communicates with donors and coordinates all in-kind collections and deliveries.
- Ensures consistent, timely tracking, thank you notes and follow-up to tour groups and in-kind donors
- Works with the Family Support Coordinator to coordinate and communicate current in-kind item needs.
- Maintains the Positive Tomorrows needs list, wish list and Amazon Wish List.
- Coordinates purchase and distribution of Amazon orders within the outlined approval process.
- Cultivates relationships with donors, both financial and in-kind, to accurately share the mission of Positive Tomorrows and develop continued support.
- Collaborates with Director to identify and cultivate donors, both financial and in-kind, who can move to annual giving, major gift, corporate, and planned giving pipelines
- Coordinates and participates in speaking opportunities and public appearances for Positive Tomorrows, including United Way appearances, volunteer fairs, speaking to groups and other general activities.
- Ensures consistent, timely tracking, thank you notes and follow-up after presentations, community engagement and public appearances for all development team members and/or leadership
- Collaborates with Volunteer Coordinator in managing on-site volunteer activities at Positive Tomorrows; ensuring staff members are aware of their responsibilities to all volunteers to Positive Tomorrows, including those working within their departments; ensuring all volunteers have the tools, knowledge and skills to carry out their duties; and entering contact and training information in the database.
- Leads various group volunteering programs in collaboration with Volunteer Coordinator, such as birthdays, class parties and volunteer donation collection and sorting events.
- Works with Director and Volunteer Coordinator in developing corporate partner groups to connect employee volunteerism with corporate sponsorships, underwriting, grants and giving.
- Supports the Director, Assistant Director and the Grants & Development Coordinator with prospect research and identifying contacts for corporations, foundations, community groups or vendors.
- Provides secondary management of donor database, such as organization of data, training, maintaining records, running reports, mailing lists, etc. in collaboration with the Grants & Development Coordinator.
- Assists with donor stewardship, including timely thank you letters and other recognition in partnership with the Grants & Development Coordinator.
- Supports Assistant Director as needed with content creation, communications, social posts, taking photos, supporting media events, and maintaining a clear knowledge of non-photo released students.
- Works with Assistant Director in tracking and archiving press coverage.
- Assists in planning and execution of donor cultivation events throughout the year.

- Assists development team in other responsibilities as requested.

Knowledge, Skills and Abilities:

- Knowledge of volunteer management principles
- Knowledge of fundraising principles and management
- Knowledge of human relations principles
- Knowledge of special events planning and management
- Knowledge of database management
- Knowledge of general office procedures and processes
- Knowledge of basic office technology (i.e., database; reporting functions; Microsoft Office, particularly Word, Excel, Outlook)

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Demonstrates exceptional presentation, communication and customer service skills.
- Possesses above-average written communication skills.
- Strong interest in learning more about development processes and fundraising cycle.
- Flexible, well-organized and able to cope with sudden changes in plans or scheduling.
- Collaborative, open and inclusive.
- Able to excel in a dynamic work setting with multiple projects and pressured deadlines.
- Able to establish and maintain effective internal and external working relationships.
- Anticipate, understand, and respond to the needs of volunteers and staff to meet or exceed their expectations.
- Works cooperatively and effectively with others to set goals and resolve problems to enhance organizational effectiveness.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Researches, collects, and digests data.
- Problem Solving - Gathers and analyzes information skillfully.
- Project Management - Develops and executes project plans.
- Technical Skills - Shares expertise with others.
- Customer Service – Engages thoughtfully. Seeks positive resolutions. Meets commitments.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Leadership - Displays passion and optimism.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - tactfully, mannerTactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education/Experience:**
A university degree or equivalent education and/or experience; preference of 2 or more years successful experience in development, fundraising, events, volunteer recruitment, training and support or experience in related projects.
- **Language Ability:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; and Database software.

Supervisory Responsibilities: Supervises volunteers in collaboration with the Volunteer Coordinator.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work is on-site, in person. Not a remote job.
- While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be willing to work flexible hours, including evenings and weekends, while balancing hourly 40 hour week.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to lift boxes, push carts, carry 50 pounds and carry a display board or table to presentations.
- Must be comfortable with frequent bending, kneeling, pushing/pulling, and stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____