

FLSA Status: Exempt
Prepared By: Brandon Brooks
Job Title: Development Assistant
Reports To: Development Director
Prepared Date: 4/25/2022

Summary:

The Development Assistant is responsible for giving 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 coordinates outreach and presentations in the community, including United Way activities, to increase the organization's exposure and recruit volunteers. In addition, the Development Assistant will assist in volunteer management, communications, and donor relations in collaboration with other members of the Development staff.

Essential Duties and Responsibilities:

Specific responsibilities for the Director of Development

- Communicates with donors and coordinates all in-kind collections and deliveries.
- Works with Family Support Assistant to coordinate and communicate current in-kind item needs.
- Maintains Positive Tomorrows needs and wish lists.
- Coordinate and participate in speaking opportunities and public appearances on behalf of Positive Tomorrows, including United Way appearances, volunteer fairs, speaking to groups and other general activities.
- Assists Volunteer Coordinator in managing on-site volunteer activities at Positive Tomorrows.
- Assists Volunteer Coordinator in ensuring staff members are aware of their responsibilities to all volunteers to Positive Tomorrows, including those working within their departments.
- Assists Volunteer Coordinator in ensuring all volunteers have the tools, knowledge and skills to carry out their volunteer duties.
- Assists Volunteer Coordinator in times of high volume of volunteers, including large volunteer events and Merry Market donation collections.
- Assists Volunteer Coordinator in entering contact and training information into the database.
- Provides secondary management of donor database, such as organization of data, training, maintaining records, running reports, mailing lists, etc.
- Responsible for donor stewardship, including timely thank you letters and other recognition in the absence of the Database & Grants Specialist.
- Assists in planning and execution of donor cultivation events throughout the year.
- Assists in budget preparation.
- Assists Communications Manager in developing and implementing a strong communications plan and strategy, communicating about Positive Tomorrows through various social media platforms, and working to increase the organization's visibility.
- Assists Communications Manager with social media outlets, including posting, taking photos and maintaining a clear knowledge of non-photo released students.

- Assists Communications Manager in writing, reviewing and distributing Press Releases, Media Advisories, and Photo Opportunities as needed to increase awareness.
- Assists Communications Manager in tracking and archiving press coverage.
- 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.
- Possesses above-average written and oral communication skills.
- 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 - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own 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 are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**

A university degree or equivalent education and/or experience; preference of 2 or more years successful experience in volunteer recruitment, training and support or experience in coordinating volunteers to meet an end goal. **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; Project Management software and Database software.

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

Work Environment:

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

- 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- 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 carry 25 pounds and carry a display board to presentations.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____