

ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF DEVELOPMENT

JOB DESCRIPTION

Position: **Development Assistant**

Reports to: **Director of Development**

FLSA: **Full Time Hourly – Non-Exempt**

The Development Assistant performs a wide range of office support and administrative activities to facilitate the efficient operation of the Office of Development. This non-exempt position supports all fundraising-related activities, including but not limited to donor relations, the Archdiocesan Annual Appeal, and special events. The position involves some evening and weekend responsibilities.

Main Tasks and Responsibilities

- Process donations and keep accurate records
- Create fundraising reports and other database reports as needed
- Maintain accurate and thorough donor records through Raiser's Edge
- Special event preparation and involvement
- Web site management
- Prepare and modify documents, including correspondences, reports, drafts, emails, etc.
- Create and maintain electronic lists for mail list processing; produce mailings
- Design materials using PhotoShop and InDesign
- Conduct research on foundations, work on corresponding letters and applications
- Assist donors with credit card and donation-related issues
- Conduct research on potential donors and create summary reports
- Perform general administrative assistant duties including mailing, phone calls, photocopying
- Maintain office supply inventories and order supplies

Education and Experience

- Bachelor's Degree
- Strong computer skills, particularly Microsoft Word, Excel, and PowerPoint
- Extensive database management
- Extensive customer interaction
- Proficient in administrative procedures and systems (e.g., record keeping)
- Strong familiarity with basic principles and practices of office management

Key Competencies

- Ability to maintain strictest confidentiality
- Excellent verbal and written communication skills
- Premium on customer service and donor relations
- Highly organized with the ability to prioritize and multi-task
- Problem assessment and solving
- Information gathering and monitoring
- Attention to detail and accuracy
- Possesses an attitude of collaboration
- Adaptability
- Optimally bilingual

PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES TO:

Christine Escobar, Human Resources Manager
Archdiocese of San Francisco
E-mail: escobarc@sfarch.org

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.