

Please send a cover letter and resume to Keisha Tennyson at [keisha@aadd.org](mailto:keisha@aadd.org).

## **PURPOSE**

- Provide support to Development Director with all aspects of organizational fundraising and in preparation and distribution of assigned and external communications.
- Provide support to activities related to development, fundraising, and special events.
- Support the mission, vision, and goals of AADD.

## **ESSENTIAL DUTIES/ RESPONSIBILITIES**

- Prepare monthly and weekly reports as requested.
- Provide support and technical assistance to special projects and events as assigned by Director of Development.
- Maintain development department calendar.
- Create, proof, review, and/or edit grant proposals, acknowledgement letters, and other material/collateral as directed.
- Coordinate annual and special event mailings as requested.
- Maintain agency information to include, but not limited to organization history/mission and templates for program and services.
- Maintain quarterly outcome updates for AADD Community Support.
- Attend required meetings and occasional weekend and evening events.
- Perform other development responsibilities and tasks as assigned.

## **Grant Writing/ Foundation Relations**

- Maintain internal library of common tools and templates for grant proposals to include grant calendar of deadlines, results and schedule in appropriate format to include maintaining in donor database, organization history/mission, templates for program and services, monthly program outcomes and accomplishments, and other collateral materials for proposals.
- Confirm all collateral for grants or proposals are included and request additional information from appropriate staff as needed to include development of cover letter, emails or supporting letters from appropriate staff or board members.
- Submit proposals as directed.
- Maintain records and monitor tracking of restricted funds as requested.

## **Record Keeping/ Data Management**

- Maintain donor database with accurate, error-free information and appropriate codes.
- Provide notification upon receipt to Development Director of all gifts.
- Responsible for timely (within 24 hours of receipt) posting of all donations (cash, credit cards, and in-kind), and timely (within 2 business days of receipt) producing, mailing and filing of acknowledgement letters.

- Maintain detailed records of all development activity in electronic and paper files as directed by Development Director.
- Maintain and manage thrift store donations and gift receipt forms, and input appropriate information into donor database.

### **Donor Relations – Individual, Corporate, and Foundation**

- Conduct and perform prospect research on individuals, corporations, and foundations as requested.
- Research foundation and corporate giving opportunities.
- Research information on potential prospects to include foundation interests, priorities, application requirements, contact information, deadlines and past support.
- Maintain confidentiality of all donor records and keep accurate records for all giving history and communication and correspondence.
- Complete summary form of prospects for background information for grants calendar for staff, committees, and board.

### **Special Event Management**

- AADD produces multiple signature special events. The Development Assistant will work with the Director of Development and the Development Department to coordinate details for these events.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree preferred.
- Experience with data entry, generating data reports, and data analysis. Specific experience with DonorPerfect preferred.

### **Required Skills**

- Must have excellent proofreading skills and be able to consistently and effectively communicate AADD's mission.
- Must be extremely detail-oriented and organized.
- Must work well individually and as part of a small team.
- Must be comfortable working in a fast-paced environment where team members are given general direction and expected to figure out the details.
- Excellent verbal, written, research, communication, interpersonal and creative problem solving skills.
- Computer competency – Microsoft Suite, Excel, Donor Databases, Constant Contact.
- Superior time management skills and the ability to consistently meet deadlines.
- Experience in database management and nonprofit work (staff or volunteer) will be considered favorably.