POSITION POSTING

POSITION TITLE: Development & Program Specialist

REPORTS TO: Foundation Director

POSITION SUMMARY: This role works closely with the Foundation Director and staff to coordinate activities relating to fundraising, the scholarship program and special events. Serves as database power user for the department and manages all aspects of the scholarship database. Provides administrative support when needed.

POSITION RESPONSIBILITIES:

Development/Fundraising Database

- Work with Director to plan and execute all fundraising activities such as corporate giving, chapter giving, individual giving, planned giving.
- Maintain donor management system via database (Personify) along with secondary system using Excel. Generate reports and analyze available information for donor retention and cultivation efforts.
- Assist Director in major donor relationship management, both personally and in conjunction with Trustees, Foundation VIPs, and Foundation staff.
- Play key role in high-quality, responsive, and thoughtful stewardship. Prepare acknowledgements letters and stewardship correspondences. Make phone calls and send handwritten notes as necessary.
- Work with accounting and other departments as needed to make sure donor records are in sync with financial reports.
- Work with Director to coordinate annual giving program, including November appeal, specialty campaigns, and all web and print communications. Understand Foundation programs thoroughly enough to represent them across a variety of outlets and audiences.
- Maintain account with MobileCause, the Foundation’s on-line donor page provider. Process monthly reports and reconcile with Accounting. Help to manage the Foundation’s Text to Give Campaign at the annual conference.

Scholarship Program

- Maintain CommunityForce database for the Scholarship & Professional Education grant program.
- Work as liaison with the scholarship committee to develop policy and implement accordingly.
- Create and post the annual application for students, process all intake, coordinate the review process with the committee and facilitate training as needed. Work with Director to award scholarships. Pull lists as needed to create signage for annual conference. Communicate status with students, mail checks and provide information on special awards that require travel to the conference.

Special Events
• Assist Director with all aspects of the Golf Outing and work as liaison with the Golf Committee. Coordinate and oversee all logistical details relating to the event which include soliciting sponsors, coordinating signage and logos, coordinating email campaigns to expo vendors & members, scheduling calls with the committee, preparing event confirmations, list of teams, thank-you letters, and website postings and developing the event budget.
• Coordinate all activities for the annual Donor Reception including electronic invitations, menu selection and guest list.
• Plan board dinners in conjunction with board meetings.

Other Duties
• Assist Director in developing PowerPoint presentations for all scripted events.
• Maintain Foundation status and records on public charity websites (such as GuideStar).
• Provide support for all aspects of Trustees Board meetings and conference calls. Create electronic board materials using Adobe and issue to all participants.

POSITION QUALIFICATIONS:
• Bachelor’s degree.
• 2-5 years of increasing responsibility and experience in a non-profit development operation.
• Must be able to work independently and be a resourceful, solutions-focused problem solver who sees challenges as opportunities.
• Self-motivated individual who strives for finding innovative solutions.
• Strong written and verbal communication skills.
• Strong analytical skills. Ability to understand and analyze giving trends.
• Detail-oriented and organized. Strong project management skills highly necessary. Must be able to manage multiple priorities and keep all parts moving in a forward motion.
• Proficient in Word, Excel and PowerPoint, OneNote and Adobe. Must be able to create charts in Excel. Pivot tables are a plus.
• Keen eye for design, layout and presentation when developing PowerPoint Presentations
• Ability and willingness to learn and manage both database programs including scholarship (CommunityForce) and Donor Management (Personify). Will be expected to be the power user for the department. Must embrace technology and be a problem solver.
• Must be able to lead committees, work with Foundation Board of Trustees and other volunteers.
• Ability to work as part of a team.
• Ability to work with donors and provide excellent stewardship to make donors feel valued and welcome.
• Ability to attend and work at our out-of-state annual conference held each June and the possibility of 2 other weekends throughout the year for Leadership Conference and Future Safety Leaders Conference held in Chicago.
• Ability to work Monday through Friday during normal working hours.

Candidates who wish to apply for this position can forward their resume to hr@asse.org.

October 2017