



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Development Assistant

Department: Development

Reports to: Associate Director, Annual Giving

Status: Full-Time, Year Round

Location: Temporary Hybrid-Remote out of Santa Monica Office, occasional trips to Camp located in Lake Hughes, CA. Onboarding and training will require 14 days in the office

Date updated: 6/21/2021

We are searching for a highly motivated and experienced individual for our Development Assistant. In this challenging role, this position will use strong attention to detail for gift processing, administering and managing the software and systems used by the Development and Communications Department, specifically the Raiser's Edge database, and various online giving software tools. This position works closely with all departments in terms of data collection and data generation, overseeing and producing fundraising reports and mail and email lists as well as elements of our stewardship plan. Data analysis and reporting, the ability to meet deadlines, clear communication skills, flexibility, multi-tasking and project management, as well as attention to detail, are essential criteria for success. The ideal candidate will have at least three years of relevant work experience. Blackbaud Raiser's Edge or similar database experience preferred.

Summary: Reporting to the Associate Director, Annual Giving, this position is responsible for processing all donations and acknowledgements, producing financial reports, maintaining the donor database, and supporting the Development and Communications Department with all database projects, reports and cumulative statistics as well as appeal and stewardship efforts. This position will also support the Santa Monica office needs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Donor Database

- Oversee and manage Raiser's Edge donor database, including, but not limited to, maintaining and updating constituent records, completing data health activities, creating and maintaining coding and tracking systems, and reviewing and updating database policies.
- Process all gifts received and enter into database.
- Prepare, coordinate, and send out stewardship like honor/memorial and birthday cards/emails.

- Write and prepare gift acknowledgement letters and gift receipts within 10 business days.
- Prepare batch receipts for deposit and reconcile fundraising and finance records monthly with finance department.
- Prepare weekly and monthly fundraising reports and other reports from the database as needed.
- Support the Development and Communications Department by running reports and queries.
- Assist with fundraising analysis and annual statistics; develop key metrics and reports to measure trends and performance to inform future fundraising activities and track progress on Strategic Plan.
- Oversee data collection for Development/Communications volunteer tracking through time sheets, time sheet reports and our annual and cumulative stats tracking spreadsheets.
- Manage online giving and email communications software.
- Research and administer new and/or complementary software and systems.
- Assist with event and auction software tools.
- Lead the department in the understanding and use of technology to enhance and improve fundraising. Provide technical expertise to team members.

Fundraising

- Work with the Associate Director, Annual Giving and other staff accordingly to prepare materials for solicitations and general communications with donors and help execute mailings.
- Assist with special events by preparing invoices, assisting with mailings, and event set-up.
- Assist team with visitor day policies and tracking.
- Help track pledges and prepare invoices/reminders for payments due.
- Manage online wish list of gift in kind items and manage wish list marketing efforts.
- Assist with donor research.

Administrative

- Provide administrative support for the development team and Santa Monica office staff.
- Manage development membership and periodical subscriptions.
- Support and coordinate items to and from Camp with Administrative Coordinator.
- Inventory and order Santa Monica office supplies as needed.
- Place, receive, and relay phone calls (answer all general calls to main number and contributions line).
- Sort and distribute mail, faxes, packages, and other incoming materials.
- Answer or direct email inquiries from info@thepaintedturtle.org, donate@thepaintedturtle.org, and visitcamp@thepaintedturtle.org.

COMPETENCIES:

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

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

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.

REQUIRED EXPERIENCE:

- Experience with Raiser's Edge or similar database preferred with proven accuracy and efficiency
- Proficiency with Microsoft Office
- Strong written and verbal communication skills with internal and external constituents
- Excellent organization and information management skills, including strong attention to detail
- Knowledge of general accounting principles and business communications
- Verbal and written proficiency in English

Salary commensurate with experience

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to Janelle Villalobos, HR Manager at janellev@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org.