

Development Assistant

CLASSIFICATION: Non-exempt, Hourly

WORK SCHEDULE: Full-time, 40 hours per week, M-F

PAY/SALARY: TBD

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time Development Assistant that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Job Summary

The Development Assistant is responsible for supporting Family Building Blocks' development activities by promptly acknowledging gifts, generating donor correspondence and ensuring the accuracy of database information. The Development Assistant is responsible for recording registrations for all Family Building Blocks events, serving as the lead for the Check In/Troubleshooting Tables at events, and providing clerical and other support for special events.

Family Building Blocks has a high standard of excellence and reputation for fun, motivating, and well-executed events. We seek a dynamic, organized, creative professional to join a fast-paced and experienced team of development professionals. Ideal candidate will be a detail-oriented individual with a passion and experience with planning and execution of non-profit events, a desire to make a difference, and a positive attitude to inspire community involvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

30% Support Development Team Activities & Events

- Responsible for guest registration for all special events, ensuring information is accurate and producing necessary reports.
- Leads Check In / Troubleshooting Tables at events, providing excellent customer service to guest attendees.
- Attends special events and serves in Lead and support roles for events as assigned, including coordinating Vendors for Riverfront Family Fest, coordinating database for Hope for the Holidays and supervising Holiday Lane.
- Records volunteer hours as assigned.
- Supports volunteer needs of development department.

- Coordinates special collections and drives.
- Represents development team on committees such as the Sunshine Team.

30% Payment Processing

- Generates pledge and sustainer reminder letters on monthly basis.
- Prepare annual year-end donor statements for tax purposes each January.
- Produces monthly reports of in-kind donations.
- Compiles donor recognition lists.
- Processes EFT and credit card donations three times a month, and online gifts as needed.

25% Donor Acknowledgement

- Produce and update donor acknowledgement letters and online donation acknowledgments.
- Prepare call lists for development staff and board for personal donor thank you's.
- Produce customized mailing lists and email lists.
- Maintain filing for all donor correspondence/history/pledge card verification.

15% Donor Database Maintenance

- Maintain coding in Raisers Edge for specified groups.
- Keep donor records up to date regarding address and email changes, birth and death notices, etc.
- Ensure information about supporters is consistent across databases – including Raisers Edge, Volgistics, and Greater Giving.
- Using database tools, provide analysis of fundraising events and financial trends.
- Provide on-going training to development staff on use of Raisers Edge and NXT.

Minimum Qualification and Experience

- High school diploma or equivalent.
- Prior experience with databases; preferably Raisers Edge
- Two years' experience performing detailed related work with extreme emphasis on accuracy in data entry
- Strong public relations skills, which include projecting a favorable attitude.
- Strong communication skills: verbal, written, and interpersonal.
- Strong organizational and time management skill with the ability to prioritize to meet deadlines and balance competing priorities.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Strong knowledge of Microsoft Office suite. Ability to learn new programs required for the position.
- Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment.
- Must maintain discretion and respect the confidentiality of information about volunteers, donors, enrolled families, personnel issues and other program operations.
- Must be energetic and self-motivated, and able to handle stress and remain calm.
- Ability to: take initiative, exercise discretion, maintain confidentiality, make independent, sound decisions and utilize good judgment.
- Demonstrated ability to work in a collaborative team-oriented environment.
- Able to work a flexible schedule as evening and weekend work is often required.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Qualifications: Education and Experience

- Associates or Bachelor's Degree.
- Experience working in non-profit organization.
- Experience with Raisers Edge and Greater Giving software.

Additional Eligibility and Qualifications

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance is required.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must have First Aid/ CPR card, Food Handler's card and OLCC server's permit within 30 days of employment.

Certificates, Licenses and Registrations

- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)
- Valid Oregon Driver's license
- Proof of current auto insurance.

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.