



Development Associate

Reports to: Development Director

Key Responsibilities:

- Receives and distributes communications, collecting and mailing correspondences, copying
- Respectfully answers phone calls and front door, schedules meetings and orders food and beverages for client and employee functions.
- Maintains supplies by checking stock to determine inventory levels, anticipates requirements, verifying receipt and putting items away.
- Helps maintain office-staffing schedule
- Runs errands as needed
- Filing and data entry, paying close attention to detail
- Assists with Client invoicing and tracking billable time by month
- Assists with preparing time tracking reports for administrative and billable time
- Assists in tracking client and employee expenses
- Supports multiple leaders
- Assists as needed with client events
 - Support
 - Registration
 - Name tags
- Performs maintenance in client database(s) (as assigned); including updating donor records (contact information, deadlines, guideline updates) keeping organized paper records for reconciliations, audits and general hard copy history funding reports
- Performs calendar updates (as assigned)
- Prepares attachments to grant proposals, 2nd signer process
- Researches potential funders (when assigned), including reviewing fit, identifying guidelines and updating deadline and attachments information
- Takes on additional tasks as business needs arise

Experience/Qualifications

- High School Graduate
- Computer literate and technologically proficient in standard word processing, spreadsheet and data base software applications
- Self-starter with strong attention to detail, problem solving skills, and demonstrated ability to be flexible in work assignments
- Proven organizational skills including the ability to multi-task, prioritize assignments, maintain data maintenance systems, and meet multiple deadlines
- Excellent written and verbal communication skills
- Excellent interpersonal communication skills, demonstrated ability to work independently as well as with teams
- Strong attention to detail
- Excellent computer skills: Microsoft Office Suite
- Ability to work under pressure and with multiple competing priorities
- Demonstrates a positive attitude.