



Charlottesville-Albemarle SPCA Job Description

Job Title: Development Associate
Reports to: Development Officer
Status: Exempt
Revision Date: 2/10/2022
Supervises: Volunteer related support

Position Summary:

Reporting to the Development Officer, the Development Associate is charged with supporting fundraising activities for the Charlottesville-Albemarle SPCA (SPCA). This position will support the Development Officer in all aspects of fundraising related to reporting, annual appeals, fundraising events, and database maintenance. This requires ensuring donor data integrity, tax receipts, data and gift entry, preparing and sending communications to donors, preparing fundraising reports, preparing board member alerts and major donor call lists, and contributing to the success of the organization's fundraising activities. As the primary administrator of the database, ensures donor cultivation and solicitation activities are tracked and reported correctly. Plays an important role for all fundraising activities including donor and public relations, direct mail appeals, and special events. This is a full-time position with benefits and salary based on ability, education, and experience.

Primary Responsibilities:

- Processes donations and generate timely and accurate gift acknowledgment letters.
- Serves as primary administrator of database; maintains all donor records including foundation, corporation, and individual donor files.
- Coordinates production and mailing of newsletters, reports and other donor communications.
- Processes gifts and attend SPCA signature donor/fundraising events bow-WOW-walk and Critter Ball.
- Runs month and YTD financial comparison reports.
- Pulls credit card authorization reports.
- Creates fundraising reports, board member alerts and other database reports as needed.
- Generates weekly donor reports to include recent donations, giving history, and any relevant changes in donor status.

- Handles all administrative details associated with Development-related meetings (i.e. prepare and distribute notices, reports and agendas).
- Identifies and staffs all appropriate workplace giving (CFC and other) events, recruiting volunteers to assist if/as needed.
- Answers donor questions and communicates certain information to donors.
- Conducts monthly reconciliation with Finance Director.
- Assists and trains fellow staff members on utilizing donor database.
- Maintains campaign initiatives spreadsheet.
- Other duties as assigned by the Development Officer and CEO.

Qualifications:

- Bachelor's Degree or equivalent experience in a related field
- Expertise in data management and donor databases. Expertise with Raiser's Edge donor software preferred
- Must possess knowledge of fundraising principles and practices
- Ability to handle confidential information professionally and with discretion
- Flexible schedule in working evenings and weekends for various fundraising events
- Ability to organize and prioritize in order to meet deadlines
- Ability to work independently with little supervision
- Excellent verbal and written communication skills
- Excellent attention to detail
- Superb proofreading, editing, and organizational skills
- Ability to work in a team setting
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Apps (Sheets, Docs, Drive)
- Ability to lift and transport materials weighing up to 25 pounds