



<b>Job title</b>	<i>Development Associate</i>
<b>Reports to</b>	<i>Tiffany Dorsey</i>

#### **Job purpose**

The purpose of this job is to maintain proper documentation that supports development fundraising efforts, gift collection and donor records for a premiere social service agency in Houston.

#### **Duties and responsibilities**

Manage data entry process in Raiser's Edge, including data entry, new records, booking pledges and gifts and data verification.

Manage documentation, both physical and digital, of gifts, pledges, and grant awards needed for development and accounting teams.

Ensure donor database integrity through the use of Blackbaud data enrichment services, donor contact information sources, strategic ongoing clean-up, data building, and analytic efforts to enhance fundraising success.

Maintain regular production and processing of donor invoicing.

Coordinate the production, distribution, documentation and reporting of pledge commitments.

Set up and maintain campaign dashboards.

Communicate with donors in person, on the phone, and by email.

Provide gift reports for accounting reconciliation and donor profiles for fundraising efforts.

Support development team's staffing of fundraising, donor stewardship, and cultivation events.

Perform additional duties as required by Resource Development Manager

#### Qualifications

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office 365 Suite Required
- Proficient in Blackbaud Raiser's Edge NXT Database Views Required
- Blackbaud Raiser's Edge NXT Web View Knowledge Preferred
- Professional, detail oriented, and excellent time management skills
- Ability to work successfully in a fast-paced positive team environment while managing multiple projects
- Creative, flexible, consumer service oriented, and excellent communication skills
- Self-Motivated with strong organizational, analytical, and information management skills

#### Working conditions

This job requires on site work and the ability to work remotely as needed.

#### Physical requirements

Must be able to meet routine office physical demands, including lifting up to 15 lbs and possessing the dexterity and vision to operate office computers and equipment.

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>