Development Assistant

YWCA IS ON A MISSION

Job Description
The Development Assistant plays a crucial support role within our organization and works closely with the Director of Development. This position is responsible for providing logistical support for all fundraising, friendraising, donor, and other special events as well as assisting with donor relations activities as well. Must be able to handle confidential information with discretion and work unsupervised and make independent decisions within YWCA guidelines.

Responsibilities
Fundraising and Donor Event Support

- Assist with fundraising and special donor events to include attendance of planning committee meetings, note-taking and reporting, meeting coordination, and logistical planning to ensure a successful event
- Support event logistics, including invitations, registrations, and donor outreach to ensure smooth day-of-event production
- Aid with cultivating community sponsorships and individual donor support to meet event fundraising goals
- Help enlist, oversee, and engage volunteers for special event functions
- Attend functions and luncheons to help promote YWCA Programs

Donor Relations and Stewardship

- Assist with managing the donor database, ensuring donor records are accurate and updated as needed
- Complete data entry in an accurate and timely manner with strict attention to detail
- Generate donor acknowledgments and work with Director of Development to send in a timely manner
- Aid with generating and sending fundraising appeal mailings
- Support donor stewardship efforts, including thanking, recognizing, reporting, and appreciating
- Help with ensuring credit card information for recurring giving donors is kept up to date
- Follow up with donors regarding inquiries or issues

Skills

- Proficiency in Windows & Microsoft Office applications as well as ability to learn and navigate online technology platforms
- Excellent written, interpersonal, and verbal communication skills
- Professional attitude
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Strong collaboration, organizational and prioritization skills

Child care Benefit:
The YWCA subsidizes 50% of child care costs for children enrolled in YWCA childcare programs.

Health and Wellness Benefits:
Employees receive a free membership to the YWCA fitness facilities. This includes water and land classes, weight room and all non-specialty classes.

Paid Time:
32 hours of personal time
Accrue 3.69 hours per paycheck for sick leave and vacation. Paid holidays. *

Health Insurance:
The YWCA contributes to each employee's plan. *

Retirement:
Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis. *

Work Environment:
The YWCA embraces a family-friendly and flexible work environment.

Employee Assistance Program (EAP):
Many benefits are available including professional development, counseling, family planning, discounts, and unlimited resources accessible to each employee and anyone living in their household.

*Benefits are for full-time positions

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- Excellent work ethic and respect for others
- Able to adapt to changing priorities and expectations
- Ability to establish and sustain effective relationships with staff, Committee, Workgroup and Board members, and community leaders
- Attention to detail and high-level organizational skills
- Able to work quickly and effectively under pressure
- Ability to work with very tight deadlines
- Work independently and be self-directed. Exercise sound and ethical judgment when acting on behalf of the agency.

Qualifications
Associates degree and/or a combination of education and two (2) plus years of relevant experience. Bachelor's degree preferred.

Working Conditions
Work is performed in an office setting. Will work some evenings and weekends when needed for events and tabling opportunities. Some light lifting is involved when setting up events.

Status
Full time @ 40 hours/week.

Compensation
Starting $17.00-$19.00/hour. Wage is dependent on experience and/or education.

Reports to
Director of Development

To apply, please email your cover letter, resume, and three professional references to Robyn Hayes at robyn@cortlandywca.org.