

**Girl Scouts of Greater Los Angeles**

**POSITION DESCRIPTION**

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**Date: March 2015**

**Position Title: Development Assistant**

**Department: Fund Development**

**Location: Headquarters Office, Downtown Los Angeles**

**Reports To: Database and Operations Supervisor**

**Exempt:                                  Non Exempt: X**

**Part-time, Tuesday-Friday 10am-4pm**

**POSITION SUMMARY**

Reporting to the Individual Giving Manager, the Development Assistant provides administrative support for the Fund Development Department with an emphasis in Individual Giving. With accuracy and timeliness, the Development Assistant assists with Family Partnerships, employee giving, donor renewals, events, data entry, research, and supports Fund Development team members in their projects as needed.

**MAJOR ACCOUNTABILITIES**

- Provide administrative support for Individual Giving.
- Give presentations, attend meetings, and prepare materials and reports for Family Partnerships.
- Assist the Individual Giving Manager in planning and implementing employee giving strategies.
- Provide administrative support for fundraising, salon, and planned giving events.
- Prepare timely and accurate donor correspondence such as donor cultivation, solicitation and thank-you letters. Assist with other mailings as needed.
- Support moves management strategies with timely and accurate data entry and research.
- Provide courteous and knowledgeable customer service with external and internal customers and department representatives.
- Create queries, exports and reports, conduct analysis, maximize use of Raiser's Edge and promote efficiencies.
- Prepare gift logs to ensure accurate and thorough data entry.
- Provide guidance to volunteers as needed.

- Maintain donor confidence and protect operations by keeping paper files and electronic information confidential.
- Support Fund Development team members with special projects as needed.
- Other duties and responsibilities as assigned.

#### **SKILLS, EXPERIENCE & QUALIFICATIONS**

- Three years or more of administrative experience in a fast-paced office environment.
- Raiser's Edge experience preferred.
- Highly motivated self-starter and team player.
- Attention to detail and accuracy.
- Strong organizational skills.
- Ability to manage time effectively and prioritize work.
- Highly skilled in Word, Outlook, Excel, and Internet Explorer, PowerPoint, Publisher.
- Good interpersonal and written communication skills. Solid proof-reading skills.
- Ability to work well collaboratively and independently.
- Valid California driver's license and an insured vehicle.
- Able to work a flexible work schedule - some evening, early morning and weekend work may be required.
- Positive can-do attitude.

#### **EDUCATION**

High school degree required.

#### **ESSENTIAL DUTIES OF THE POSITION**

Ability to perform repetitive data entry duties. Frequent sitting.