



## Job Description

**Job Title:** Development Administrative Assistant  
**Classification:** Full -Time, Temporary  
**Department:** Development  
**Reports to:** Chief Development Officer  
**Location:** Boise

### Job Summary:

The general duty for a development administrative assistant is to assist the Chief Development Officer with administrative tasks of a fast paced Development Department. Duties will include work related to a capital campaign, including special events, fund development, donor relations, and project management. As a key member of a fast-paced and progressive, development team, the administrative assistant supports a variety of efforts and must be highly organized, detail oriented, independent, and flexible. A development administrative assistant works closely under the supervision of Chief Development Officer.

### Responsibilities:

- Provides support to the CDO, CEO and capital campaign consultants.
- Keeps and maintains confidentiality of donors and reports.
- Assistant is primary point person for updating, adding and maintaining donor and prospect constituent, tracking and reporting actions within records in Raiser's Edge.
- Responsible for scheduling meetings and meal functions, as assigned.
- Assist with creation of donor lists and other gift queries and reports.
- Answer phone and email inquiries regarding donations. Responds to requests from donors and select volunteers.
- Prepares donor correspondence for the campaign.
- Filing all donation-related paperwork and maintaining organized filing systems and binders.
- Executes spreadsheets and mail merges.
- With approval, oversees functions, tasks, and volunteers at special events.
- Provide administrative support for special events, including assisting with mailings, phone inquiries, in-kind gift tracking and other clerical duties as designated.
- Attendance at special events is required and may necessitate evening or weekend work.
- May act as a spokesperson on services and promotion of the organization.
- Assist with general clerical support for the campaign as assigned.
- Commit to upholding policies, principles and best practices for food and workplace safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.
- Other duties as assigned.

### Qualifications:

- Bachelor's degree preferred; may be substituted by experience including higher education-based activities.
- At least two years prior administrative experience, preferably in a Fundraising/Development Office.

- Experiencing managing a project preferred.
- Prior experience with Raiser's Edge or other fundraising database preferred.
- Event experience preferred.
- Proficiency in Microsoft Office (Word; Excel; PowerPoint) required.
- Excellent organizational skills and attention to detail.
- Ability to meet deadlines while managing multiple projects.
- Ability to work both independently and on a team.
- Ability to communicate effectively in writing, over the phone and in person.
- Excellent interpersonal skills.

**Working Conditions**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.