



## Development Assistant

Classified Range: 36

Board Approved: 09/14/23

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Assists in planning, coordinating, and implementing fund-raising activities including coordination of membership drives, contributions, publications, special events, computer data input, and grant proposals.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification*

1. Assists with the design, implementation, and coordination of all fund-raising and membership activities from inception to completion.
2. Assists with campaigns to increase annual financial contributions through direct mail, underwriting, promotions, and special events.
3. Serves as point of contact for inquiries related to fund-raising and membership; provides information within the area of assignment.
4. Writes, edits, and produces a variety of correspondence including letters to donors, pledge fulfillment reminders, renewal, and additional gift letters, solicitation letters to new donors, event letters, welcome and thank you acknowledgements, event and program information for guides, mailing inserts, tax letters, and related correspondence.
5. Assists in coordinating and scheduling production of materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
6. Assists in planning membership campaigns.
7. Provides information and data to assist in developing, writing, and procuring underwriting grants for specified programs or general operations from businesses, foundations, government agencies, and other sources.
8. Assists in the coordination of volunteer activities and volunteer involvement within the assigned area.
9. Assists in planning and organizing special events as necessary.
10. Enters and maintains data related to fund-raising functions; assists in preparation of various forms including bank deposits and specialized reports; sends declined transactions and non-sufficient funds notices as necessary.
11. Stays current with new trends and developments in the field of fundraising; incorporates new developments as appropriate.
12. Performs other duties related to the primary job duties.



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### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

##### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products



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### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*



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### **Education and Experience Guidelines**

#### **Education/Training:**

Equivalent to the completion of high school supplemented by thirty (30) semester units of business administration, marketing, advertising or a closely related field.

#### **Experience:**

Two (2) years of experience in development, marketing, fund-raising, or sales.

#### **License or Certificate:**

Possession of a valid driver's license.

### **Equivalency Provision:**

In the absence of thirty (30) semester units of business administration, marketing, advertising or a closely related field, three (3) years of experience in development, marketing, fund-raising, or sales is qualifying.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; may occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.