



## **JAFCO – Development Assistant**

**Department/Group:** Development

**Location:** Village

**Position Type:** Full Time

**Pay Type:** Non-Exempt

**Reports To:** Director of Development Operations

### **POSITION SUMMARY:**

This position is to support the Development Department with all administrative, social media and event support needs for JAFCO's fundraising programs.

### **ROLE AND RESPONSIBILITIES**

This person's job responsibilities include, but are not limited to, the following:

- Support the Development Team with all development-related and administrative tasks
- Provide administrative support for all events including flyers, event programs, silent auction display and bid sheets, signage, place cards and correspondence
- Collect and development content, write compelling text including photos and videos, schedule and post on social media sites
- Help with all aspects of special event support including pre-event registration, seating, emails, committee support, silent auction and boutique preparation, event set up and execution, any pre or post event task or follow up as requested by the Development Team
- Assist in processing donations and communicating with donors or sponsors
- Support in-house events including Holiday Gift Drive, Annual Picnic, Holiday and Volunteer Recognition events
- Maintain accurate records, calendars, expenses and income for each event
- Enter and update data in The Raiser's Edge database
- Any other reasonable request made by supervisor

### **PHYSICAL REQUIREMENTS:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to lift office products and supplies, up to 20 pounds.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree preferred or 3 plus years' in event/fund raising experience
- Experience working in a not-for-profit environment a plus
- Computer proficient with an advanced working knowledge of Microsoft Office Suite and ability to work with or learn The Raiser's Edge database system
- Proficiency with Facebook and Instagram social media platforms
- Positive, upbeat and energetic personality

- Excellent verbal and written communication skills
- Strong customer service and professional skills along with Strong organizational skills
- Valid driver's license and clean driving record. Ability to drive both during the day and at night
- Required to be flexible in work schedule, evenings and weekends availability a must

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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