



## DEVELOPMENT ASSISTANT

The Development Assistant is the linchpin of the Development Team, coordinating and executing vital administrative duties for the Executive Director and Development Team. The Development Assistant reports to and most significantly supports the Executive Director, spreading the reach and vision of Door of Hope: to equip families experiencing homelessness to rebuild their lives.

### Hours

- 40 hours/week, occasional overtime
- Occasional evenings and weekends especially during the holidays, as needed

### Responsibilities

- Development Team administrative duties including:
  - Process monetary donations, send receipt letters, and prepare reports/documents from database
  - Manage the Salesforce donor database information, run reports, and track gifts
  - Manage web updates and mass email communication
  - Track deadlines and compile and submit information for grant reports
  - Coordinate with staff to schedule and implement volunteer and cultivation events for Door of Hope
  - Assist at special events
  - Design collateral material and maintain photo library of events
- Executive Assistant administrative duties including:
  - Support Board of Directors meetings, maintain documents for the Board of Directors
  - Facilitate better communication between Executive Director and donors
- General administrative duties including:
  - Answer phones, the front door, and general Door of Hope emails
  - Maintain current and archived documentation
  - File and scan documents
  - Manage gift card inventory and monthly audit
  - Provide oversight of the residents when lone staff on site (house coverage as needed)
- Perform any other task necessary to support the mission of Door of Hope

### Qualifications

- Commitment to the mission of Door of Hope and a desire to live out Christian faith through service
- Bachelor's Degree, preferred
- 2-3 years of office management or administrative assistant experience
- Must possess excellent organizational abilities and written and verbal communication skills.
- Strong customer service and telephone skills
- Must be able to work independently and as a part of a team
- Must have strong multi-tasking skills and an ability to prioritize
- Computer Skills: strong typing skills, full fluency in MS Excel, Word, and PowerPoint; experience with Salesforce a plus, ability to learn is a must; experience with InDesign and/or Adobe Photoshop a plus
- Must be able to lift 30+ pounds