

WESTERLY LIBRARY AND WILCOX PARK

Development Specialist

Department and Level of Authority

- Development
- Associate, Part-time
- Works under the general direction of the Director of Development

Position Summary

The Development Specialist plays an important role by providing administrative support to the Development Office and participating in fundraising activities including donor relations, direct mail appeals, and special events.

Key Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inputs donations and updates contact information in Raiser's Edge with a high level of accuracy
- Prepares batch reports for Business Office
- Helps maintain the Raiser's Edge database for tracking and reporting/analysis purposes and assists with donor research, analysis and segmentation.
- Prepares acknowledgement letters and other correspondence.
- Maintains foundation, corporation and individual donor files.
- Coordinates production and mailing of Annual Fund letters.
- Maintains guest lists, gathers, and prepares registration materials and other duties as assigned for special events.
- Acts as Secretary for the Development Committee (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Attends Development meetings and related fundraising events and programs.
- Prepares materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Other duties as assigned.

Essential Skills

- Must be innovative, positive, energetic, and detail orientated
- Excellent communication and interpersonal skills
- Strong organizational skills; will be hands-on, someone who will get into the details
- Knowledge of Microsoft Office, particularly Word and Excel
- Database experience
- Ability to cooperate as team member
- Ability to learn and adapt to new procedures
- Ability to instruct, schedule, and supervise volunteers

Minimum qualifications

- Associate's degree in a related field
- Proficiency in Microsoft Word and Excel
- Excellent verbal and written communications skills
- Knowledge of fundraising and relationship management solutions
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision

- Excellent interpersonal skills

Preferred Qualifications

- Knowledge of Blackbaud Raiser's Edge/NXT
- Knowledge of Westerly-Pawcatuck community
- Experience in development and/or fundraising, preferably in a nonprofit environment

Working requirements

- Performs task with a high degree of independence
- Library policies and procedures must be observed and followed
- Has access to confidential and financial information
- Work is performed in an office setting, subject to quiet or moderate noise
- Time is spent standing, walking, stooping or reaching with hands or arms
- Frequently required to lift/push up to 20 pounds, occasionally lifting/pushing is required up to 50 pounds
- Ability to sit and use computer workstation for extended periods of time
- Examples of office equipment used: computer, adding machine, copier, fax, paper cutter, telephone.
- Position may be required to work nights and/or weekends.