



POSITION DESCRIPTION

Mission

To provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better

Position Title: Development and Marketing Assistant

Department: DevMark

Reports To: Development Manager

Hours: Part Time

Hourly Rate: \$14.42 (20 hours per week)

FLSA: This position is considered to be Non-Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA). Non-Exempt employees are entitled to overtime pay for hours worked in excess of forty (40) per work week.

Position Summary: Dynamic opportunity to change lives. Join our team and become part of a 63 year old tradition in the Valley. We witness the mission of the organization in action every single day. This position works collaboratively with every member of the Development and Marketing Departments. The Development and Marketing Assistant will lead administrative duties related to fundraising and relationship management, including working with the team to implement the annual development and marketing plans.

Essential Duties and Responsibilities:

- Manage a high volume of stewardship correspondence, activities and events.
- Ensure that all stewardship activity and donor correspondence is accurately recorded in Salesforce.
- Execute all donor correspondence: including data entry, writing and sending appreciation cards and letters, tracking donor contact, maintaining records, etc.
- Research prospects and turn over to the Development Manager and/or Director of Development with the goal of increasing corporate and individual giving.
- Lead all administrative duties related to the development and marketing plans.
- Provide accurate and timely documentation.
- Return calls promptly and follow through with commitments.
- Assist with Employee Giving Campaigns and recruitment efforts including scheduling, tabling, etc.
- Assist with implementation of the Direct-Mail/Tax Credit campaign and other development/special event mailings, including acquiring vendors for mailing and printing, manage mailing list and tracking incoming gifts as directed
- Assist as needed to prepare for organization's activities/events
- All other duties as assigned.

Education: (Minimum & preferred educational requirements necessary to perform this job successfully):
Must possess a minimum of an Associate's Degree.

Related Work Experience:

1-2 years proven track record in development or in appropriate transferable responsibilities.
Salesforce experience preferred.

Agency Core Values:

Ability to demonstrate, understand and apply our workplace values listed below. These are embedded in all roles and responsibilities, and will be considered during all aspects of employment.

- **We Ignite Potential**
 - We bring out the best in our Bigs, Littles & Families, Staff & Community
 - We talk beyond today
 - We believe in what's possible
 - We focus on sustained positive outcomes for youth

- **We are Ambitious**
 - We promote collaboration
 - We take initiative for our own growth and hold ourselves accountable
 - We are innovative; creative in thought and problem solving
 - We provide opportunities for youth to thrive

- **We are Committed to Greatness**
 - We are Customer Service focused ALWAYS
 - We are agile and can change gears comfortably
 - We keep safety in the forefront
 - We offer solutions, not excuses

- **We Fuel Diversity**
 - We are committed to equity and inclusion
 - We honor everyone as individuals
 - We create an atmosphere of respect and acceptance
 - We develop programming that reflects our community

Skills and Knowledge:

- Strong research, organizational and analytical skills
- Interest and desire to learn how to become an impactful development professional
- Donor database knowledge preferred
- Excellent communications skills
- Proficient computer skills (keyboarding, MS Office Suite)
- Demonstrated Integrity

Time Required: *(Time period the classification is typically expected to perform as a fully trained employee)*

- All new employees shall observe a 90 day introductory period.

Travel Requirements:

- Occasional local travel

Work Environment/Physical Requirements: *(Specific work place conditions and/or physical abilities that are related to and/or required by this job)*

- Moderate lifting, not to exceed 20 pounds, may occur from time to time.

Equal Employment Opportunity

BBBSAZ provides equal employment opportunities to all qualified individuals without regard to race, religion, national origin, color, gender, marital status, sexual orientation, gender identity, veteran status, or disability. BBBSAZ will comply with all federal, state and local anti-discrimination laws.

Americans with Disabilities Act

Applicants, as well as employees, who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSAZ may change the specific job duties with or without prior notice based on the needs of the organization.

To Apply: Please send your resume to Gina Trotter, Sr. Vice President of Operations: gtrotter@bbbsaz.org.