



Position Title: Development Assistant

Position Overview

Seeking a highly organized Development Assistant to support the Executive Director (ED) in daily activities, communications, donor initiative activities and office administration as FVPS moves into a new stage of growth and expansion. This is a great opportunity for a Development Assistant to work with a well-established organization that is increasing its impact on Vancouver Public School students.

Summary of Duties

- Develop and coordinate a system of care for past, present and future donors (70%)
- Support donor cultivation, outreach and stewardship activities with individuals, businesses, and foundations. Prepare donor thank yous and invoices.
- Manage database: enter new data, update existing data, create reports, and export information.
- Correspond with current and prospective individual donors. Maintain records related to major gift agreements.
- Provide administrative support for fundraising campaigns, event planning and activities (mailings, guest lists, registration).
- Provide general administrative support including correspondence, reports and presentations. Perform administrative tasks such as filing and maintaining file systems, taking minutes, photocopying and answering telephones. (30%)
- Office administration, respond to internal and external information requests (in-person, phone, email).
- Prepare and distribute meeting notices. Coordinate logistics including scheduling, Board packets, catering and facilities for meetings.
- Other duties as assigned.

Qualifications

- 2+ years experience in sales, marketing, or development, preferably for non-profit.
- Strong working knowledge of Microsoft Office Excel and Word.
- Knowledge of donor database software (SalesForce) is a plus.
- Excellent written and verbal communication skills. Excellent administrative, organizational skills.
- Self-starter. Creative problem solver. Flexible and able to embrace change. Ability to work independently and as part of a team.
- Professional, discreet, and able to maintain confidentiality.

General Information:

- Reports to: Executive Director
- Permanent, part-time Hours: 20 hours/week (9a-2p 4 days/week Mon, Tues, Wed, Fri) in the Foundation's office
- Salary Range: \$13-15/hour plus participation in retirement plan once qualified.

TO APPLY: For consideration, please email a cover letter, résumé and three professional references in a PDF document, with subject "Development Assistant" to Nada Wheelock at Nada.Wheelock@vansd.org