



# Ridgefield Library Association

**Job Title:** Development Assistant

**Reports to:** Development Director

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## **Ridgefield Library Association**

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**Reports to:** Development Director

**Purpose:** The Development Assistant supports all Library operations with the responsibility for the maintenance of the Library's donor database, including data/gift entry and acknowledgement, maintaining the integrity, confidentiality and accuracy of all donor information, and processing, reconciling and reporting donation transactions. The Development Assistant assists with fundraising events. This position reports to the Development Director and is expected to use independent judgement.

### **Duties & Responsibilities**

- Maintain an extensive Raiser's Edge donor database, including data input, reporting and analysis
- Process and acknowledge all gifts
- Input and track all pledges, including sending reminders and payment acknowledgements
- Assist with the Annual Appeal as well as other fundraising projects throughout the year
- Assist in the crafting of donor and vendor correspondence as required
- Assist with design and execution of electronic communications as required
- Assist with maintaining and growing social media as required
- Support the planning and implementation of all special events
- Attend staff and volunteer meetings as required
- Participate in professional development opportunities on an ongoing basis

### **Knowledge & Skills**

- Extensive experience in donor database applications, with Raiser's Edge preferred
- Experience working in fundraising at non-profit organization(s)
- Exceptional accuracy in work and attention to detail
- Strong written and verbal communication skills
- Strong Microsoft Office product suite proficiency, especially Word and Excel
- Demonstrated integrity, professionalism and confidentiality
- Ability to work independently and as a team member
- Ability to deal tactfully, courteously, and effectively with donors and colleagues
- Ability to work effectively and efficiently under pressure, and to manage multiple projects
- Ability to learn and adhere to all Library policies and procedures

### **Qualifications**

- Two (2) years of experience in a similar position OR completion of a bachelor's degree in a related field; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills, and abilities listed above.
- Ability to work evenings and weekends as needed.