



LARIMER HUMANESOCIETY

## **Development Associate Lead**

<b>Job Title:</b>	<b>Development Associate Lead</b>
<b>Department:</b>	<b>Development</b>
<b>Job Classification:</b>	<b>Full-Time, Hourly, Non-Exempt</b>
<b>Job Relationships:</b>	<b>Supervised by Development Manager; supervises volunteers as directed</b>

The Development Associate Lead serves as the Development Department's principal gift processor and database administrator. Responsibilities include processing donor contributions and producing associated reports, reconciling information with the Finance Department, producing bi-monthly revenue reports and providing assistance in departmental communications and events as directed. Additionally, assists in training the Development Associate as needed, and acts as backup for Development Associate for various tasks. The work schedule is generally Monday through Friday with weekends and evening shifts as required.

### **Major Duties and Responsibilities:**

- **Gift Entry/Acknowledgement**
  - Serves as the lead in entering donor contributions into the Raiser's Edge database
  - Produces gift reports and reconciles with Finance Department
  - Drafts and implements donor-centric acknowledgement letters demonstrating effects of donors' gifts on the Organization
- **Database Maintenance and Reporting**
  - Develops and maintains best practices for database standards, performance, and operational efficiency in coordination with Development Manager
  - Enters data and runs reports, including bi-monthly department revenue reports
  - Creates mailing lists in coordination with the Development Associate
  - Produces queries as requested
  - Notifies Development Manager and Director of Development and Community Relations of major, capital and planned gift prospects based on giving patterns and activities
  - Supports major donor programming with regular tracking and reporting, and assists with research activities as assigned
- **Writing and Communication**
  - Assists with the development of newsletters, e-communications and other informational publications
  - Assists Development Manager with grant writing and grant reporting as needed
- **Event Assistance**
  - Processes pre-event registrations
  - Leads logistical and administrative components of day-of registration and check-in for ticketed events
- **Other**
  - As Lead Associate, assists with training Development Associate
  - Assists with additional logistics of development events and activities as assigned
  - Participates in annual and strategic long range planning; responsible for achieving departmental goals in related sub-categories
  - Supervises department volunteers
  - Participates effectively as a team member through communication, cooperation, information sharing and problem solving and attends meetings as required
  - Participates on committees as assigned
  - Maintains solid attendance and punctuality
  - Meets "Standards of Professional Conduct" expectations
  - Other duties as assigned

### **Job Qualifications:**

### **Education/Experience**

- Four year college degree or equivalent applicable experience
- Minimum of two years of database management experience
- Proficiency in Raiser's Edge highly desirable
- Experience with gift and constituent reporting helpful
- Minimum of two years of experience and proficiency with MS Office applications and other computer skills
- One year data entry and 10 key experience
- Classy software (or other online giving platform) experience a plus
- Chameleon software experience a plus
- Animal welfare experience a plus
- Minimum of one year project management experience
- Demonstrated exemplary customer service experience
- Proven excellent oral, written and interpersonal communication experience
- Demonstrated work experience showing strong attention to detail

**Knowledge/Skills/Abilities:** Exhibits proven exemplary customer service abilities in all interactions. Proven and effective interpersonal communication skills; high level of accuracy, flexibility and ability to meet tight deadlines; ability to manage multiple priorities and tasks; confidence in soliciting donations. Excellent computer skills, ability to enter data quickly and accurately and learn new software; ability to identify donor prospects; strong organizational skills and attention to detail; ability to work cooperatively as a team member; ability to effectively train and supervise volunteers; ability to exercise sound judgment in all circumstances especially when working with confidential information. Emotional intelligence, work ethics and integrity skills required. Must be able to maintain regular attendance. Must be able to work a flexible schedule with weekend and evening shifts and overtime as required.

### **Working Conditions**

**Work Environment:** Open office space. Exposure to animals and potential exposure to zoonotic diseases, animal bites and scratches. Exposure to high noise levels when in kennels. Work may be performed outdoors with exposure to all weather conditions.

**Physical Activities:** Include sitting, significant and repetitive computer work, standing, and talking for eight or more hours a day with breaks. Frequent bending, squatting, walking and lifting and/or carrying up to 35 pounds unassisted and more with assistance. Some driving including potentially driving a van. Work includes weekend and evening shifts as required.

**Other:** Must be at least 21 years of age (required for insurance purposes); Valid Colorado Driver's License and insurable driving record.

**This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Larimer Humane Society is an equal opportunity employer.**

**Larimer Humane Society conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.**