Our Mission and Vision
Our mission is to leverage the power of food to end hunger and build healthier communities. We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Our Values
Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- **Compassion** - treat all with dignity & respect; build kinship with those we serve
- **Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger
- **Collaboration** - build a shared vision, create synergies, maximize resources
- **Agility** - respond urgently to the ever-changing needs of our community
- **Stewardship** - maximize the impact of every dollar, donation and asset

Job Title: Development Assistant
Revised: July 2020
Department: Development
Reports to: Director of Development
Status: Hourly, Non-Exempt, Full Time

JOB SUMMARY
The Development Assistant provides logistical and administrative support for a variety of activities including but not limited to gift processing, donor stewardship, communications, events, and community outreach, all of which contribute to Foodlink’s development goals. The development assistant is responsible for maximizing the use of the donor database through precise data management, analysis, and reporting. The Development Assistant will implement the gift acknowledgement process in a timely manner with the highest level of accuracy and act as a vital link to engage new constituents with Foodlink’s mission and programs. Additionally, they will be responsible for assisting the President & CEO and other organizational leaders as needed.

KEY RESPONSIBILITIES
- Manage donor database, ensuring accurate data collection and data integrity
- Oversee all gift entry, gift accounting, and donor data processes
- Coordinate deposits and reconcile with the Finance department to ensure accurate financial data
- Support the Development Manager with the planning and implementation of annual mail and email appeals; work closely with direct mail vendor on needed data and deliverables
- Generate dashboard reports, donor analysis, mailing lists, etc. as needed and requested
- Manage the processing, editing, printing, and mailing of acknowledgement letters to donors
- Coordinate annual review and update of a donor acknowledgement plan, and help maintain donor recognition guidelines
- Assist with individualized donor stewardship including acknowledgements, thank you cards, donor appreciation gifts/events, and other communications via phone and email
- Work with the Development & Marketing Team to create stewardship strategies for high-level donors and groups of donors; track all aspects of the stewardship strategies in database
- Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates
- Assist with recording donor interactions and appropriate donor information in database
• Respond to donor inquiries and gift questions with a positive, donor-centered attitude
• Provide tours/presentations to further engage donors, volunteers, and community members in Foodlink’s mission and programs
• Support the President & CEO and other leaders as needed
• Complete all other tasks as assigned by the Director of Development and President & CEO

QUALIFICATIONS
• We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.
• Proficiency in use of software application, spreadsheets, word processing, CRM or database management required
• 1 or more years related experience required
• Proficiency with Microsoft Office; Excel, Outlook, Word, Etc required
• Prior experience in a nonprofit fundraising position is preferred, but not required; this position offers exceptional opportunity for learning for candidates interested in nonprofit fundraising
• Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
• Ability to communicate clearly and concisely orally and in writing.
• Ability to operate electronics, photocopier or other standard office machines, perform routine alphanumeric filing tasks, and perform basic record keeping tasks.
• Friendly, customer-oriented personality.
• Fluency in English required.
• Passion for the advancement of Foodlink’s mission and a commitment to Foodlink’s core values: Compassion, Innovation, Collaboration, Agility, Stewardship

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

Everyone is welcome here. Foodlink is an equal opportunity employer. Our policy strictly prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.