



## **JOB OPENING ANNOUNCEMENT: DEVELOPMENT ASSISTANT**

**Job Title:** Development Assistant  
**Reports to:** Director of Grants & Communication  
**Location:** Central Los Angeles  
**FLSA Status:** Part Time: \$15/hr, 15hrs/wk

**SUMMARY:** Reporting to the Director of Grants and Communications, the Development Assistant plays a key role in maintaining the development database, including gift accounting, data entry, and reporting, and is also responsible for some administrative and event support.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities 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.

- Database (60%)
  - Become an expert on the new database in order to assist and train other users
  - Provide data clean-up and assist with transition to a new donor database
  - Provide data entry and maintain donor records
  - Run queries and reports for development staff and leadership team
- Gift Accounting (20%)
  - Enter new donations into the database
  - Oversee acknowledgement process (running letters and sending emails)
- Administrative Tasks (20%)
  - File, photocopy, and shred paper as needed
  - Assist with grants calendar, prospect research, etc.
- Event support (10%)
  - Assist with event registration, in-kinds donations, etc.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold at least an Associate's Degree from an accredited college; Bachelor's degree preferred.
- Be highly organized, with special attention to detail and accuracy.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Previous database experience strongly preferred.
- Must have excellent English verbal and written communication skills.

- Must have demonstrated experience working with urban youth and families, sensitivity to multicultural issues, and comfort working in multicultural, urban environment.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to exercise good judgment, discretion, and confidentiality.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

**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 frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 90%, out of office 10%. Indoors 90%, outdoors 10%.

**HOURS AND BENEFITS:** Part-time position, 15hrs a week, through December 2017. Position has no benefits except those required by law.

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by April 30, 2017 with the Subject Line: Development Assistant job opening.