



River House Adult Day Center
Job Description
Part Time Development Assistant

Function:

Work with the Development Director to provide administrative support to the overall development program.

Reports to: Development Director

Responsible for:

Data Entry:

- Utilize Development Database (Access) to input and manage donor information.

Marketing Support:

- Work with the Development Director and Executive Director to compile marketing materials for website, grant proposals, fundraising campaigns and social media outlets.
- Assist Development Director and Executive Director to update and maintain the media list (social media, press, radio, cable news and others).

Development:

- Assist the Development Director with the implementation of the annual work plan including priorities and timetables in order to achieve fundraising goals. Must be able to be flexible and adapt to ever-changing needs.
- Provide clerical support for Annual Appeal.
- Maintain donor database, ensuring it is up-to-date and includes all relevant information.
- Produce acknowledgements for all donations in a timely manner.
- Produce fundraising reports and reconcile monthly reports with accounting system.
- Assist with special events including invitations, committee communications and meetings.
- Responsible for volunteer coordination, including recruiting, training and supervision, acting as single point of contact for all volunteers. Work proactively with staff to understand their volunteer needs.

Other:

- Maintain and support River House's mission, brand and vision.
- Maintain a safe, orderly and secure environment at all times.
- Attend staff meetings as required.
- Participate in staff education and training programs, as appropriate.
- Ability to pitch in with projects, as needed.
- Ability to work remotely, as needed.

Performance Standards:

- Actively support the philosophy, goals and objectives of River House
- Demonstrate respect for and commitment to the needs of the clients and their caregivers and to the concept of adult day care.

- Demonstrate the ability to work productively as part of the River House team
- Respect the confidentiality of clients, caregivers and the River House program

Qualifications:

- B.A. /B.S. Degree preferred or comparable experience.
- Special event planning experience is a plus.
- Detail oriented and organized.
- Excellent oral and written communications skills
- Excellent interpersonal skills
- Computer skills with Word, Excel, social media, (experience with Mac a plus)

Resumes may be submitted via email to:

amurdock@theriverhouse.org