



Job Title:

Fundraising Assistant

Department:

Development

Prepared By:

Human Resources

Approved by:

Andre Simpson-Executive V.P. /C.O.O

Job Summary

The Fundraising Assistant will provide administrative and media support to Development and Executive staff.

Qualifications:

- ❖ Minimum of 3 years of fundraising/non-profit experience
- ❖ Progress toward a degree in communications or media
- ❖ Experience with a variety of social media platforms.
- ❖ Must have excellent writing skills.
- ❖ Must be able to fluently read, write and communicate in English.
- ❖ Must be able to comfortably, both mentally and physically, perform all aspects of job description and other duties as assigned by supervisor.
- ❖ Must be able to work a flexible schedule to include weekends and evenings.
- ❖ Must have own vehicle, valid driver's license and current vehicle insurance.
- ❖ Must be able to thrive in a challenging non-profit environment.
- ❖ Must be able to work within a diverse environment.
- ❖ Must be able to interact, professionally, in a wide variety of situations.
- ❖ Must be able to pass criminal background check and drug screen.

Responsibilities and Major Duties:

- ❖ Input donations and other donor information into Donor Perfect
- ❖ Run reports from Donor Perfect as needed
- ❖ Prepare "thank you" letters to donors
- ❖ Screen emails and phone calls from potential donors and/or volunteers
- ❖ Assist in maintaining VVSD's presence on social media platforms
- ❖ Assist with grant proposals
- ❖ Event support as needed
- ❖ Other duties as assigned by Development Director or designee.

Part Time position: 20 hours a week, Monday thru Friday, 4 hours a day with occasional weekend

Position has some sick leave and vacation, in addition to a pension plan.



Application Procedure: submit cover letter and resume to: Lisa.Record@vvsd.net, please put in subject line: Fundraising Assistant or you may Fax resume and cover letter to (619) 497-0263
Attn: Lisa Record.

If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.

VVSD is an EEOC employer.