



Job Title: Development Assistant

Status: Full-Time

Summary: Camptown's Development Assistant would be under the supervision of the Development Director. This position will support the stewardship of individual giving by strengthening donor relationships through the implementation of the Development & Marketing Plan.

Development

- Process donations, prepare acknowledgement letters, and other correspondence with donors
- Increase engagement with and recruitment for Camptown CORE, our monthly giving program
- Schedule and execute annual gift deliveries to major donors
- Update donor database records, print reports, and analyze data trends as requested
- Identify and conduct preliminary research on prospective individual donors
- Coordinate mailing of scheduled and non-scheduled appeal letters
- Assist in the maintenance of program evaluation statistics

Events

- Ensure proper stewardship and recognition of all individual funders at events and in other recognition materials
- Implement strategies to attract support from individual donors for fundraising events, including sponsorships
- Assist with all other duties as assigned for fundraising events- including working the events
- Solicit auction/raffle/prize items and acknowledge donors

Media

- Update donor quotes/profiles for website and social media purposes
- Create and implement video acknowledgement system for donors at all levels
- Assist Development Manager in maintaining social media plan by scheduling posts and creating content
- Assist Development Manager in the creation of bi-monthly donor engagement emails
- Prospect new media contacts for increasing Camptown's reach

Administrative

- Answer and direct phone calls
- Organize and schedule appointments

Education and Experience: Bachelor's degree in related field preferred. Experience in fundraising or relationship management is preferred. Experience with or interest in supporting youth in the outdoors. Preference will be given to Lilly School of Philanthropy students.

Computer Skills: Ability to use computer applications such as e-mail, Windows, MSWord, Excel, PowerPoint and Canva.

Language Skills: Ability to read and comprehend simple instructions, correspondence and memos. Ability to write action plans and simple correspondence. Ability to effectively present information one-on-one and in small group situations to client partners, existing and prospective sponsors, Camptown Board of Directors, volunteers, and other employees as necessary.

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, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other requirements: A valid Indiana driver's license with a good driving history is required. Complete successful criminal background and drug testing.

Employee Signature: _____ Date: _____