



**Meals on Wheels Programs & Services of Rockland, Inc.**

**JOB DESCRIPTION**

**TITLE: DEVELOPMENT ASSISTANT  
(Non-Exempt Position)**

**HOURS: 20 HOURS PER WEEK**

**SUPERVISOR: Director of Development**

**SUMMARY STATEMENT OF DUTIES:**

The Development Assistant is a highly motivated individual to help support the Agency's fundraising operations. Responsible for development administration, research, and support of solicitations cycles. Entering data from various sources into the CRM database and Excel/Google Sheets for processing, reporting and data management purposes.

**REGULAR TASKS:**

1. Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented.
2. Prepare accurate research and assemble materials for cultivation and solicitation visits.
3. Pull reports from website for on-line donations
4. Ensure data integrity through accurate data entry and ongoing clean up efforts
5. Archive outdated files
6. Process and send tax donation acknowledgements to donors
7. Create, edit and submit mail lists for direct mailings throughout the year
8. Respond to requests for information and analyze data reporting by creating queries as needed.
9. Assist with the planning of special events; collaborate with other departments to plan special events
10. Verify and process registrations for fundraising events through the CRM fundraising module
11. Comply with data integrity and data security policies
12. Work closely with Finance and Outreach/Marketing departments

**EXPERIENCE AND SKILLS REQUIRED:**

- Proficient in database management and MS Office and Google Apps
- Familiarity with non-profits, research methods, data standards, and databases
- Excellent organizational and follow-up skills



- Detail oriented
- Knowledge of clerical and administrative procedures
- Reliable, self-motivated and resourceful

**QUALIFICATIONS:**

- Preferred Bachelor's Degree in related field
- 3 plus years' experience in database management

4/2023