

**Job Title: Development Assistant**

Direct Supervisor: Development Manager

Status: Part-Time (20-25 hrs/weekly); \$25/hr

Seasonal: January - May 2023

Location: Tampa, FL

POSITION SUMMARY

The Development Assistant will coordinate the maintenance and advancement of processes for all gifts, acknowledgments, and stewardship efforts for Academy Prep Center of Tampa. The Assistant executes most aspects of the gift reconciliation process, including data analysis and reporting. The role assists with individual and corporate giving efforts through donor communications and event support. This is a highly administrative role within a fast-paced team environment. Some evenings and weekends required

The Development Assistant has working relationships with every staff member and works closely with the Director of Development, Development Manager and Development Coordinator.

RESPONSIBILITIES AND DUTIES**Support**

- Primary responsibilities include data entry and maintenance of donor database
- Manage the creation, annual updating, and mailing of gift acknowledgment letters
- Assist in the preparation, execution, and analysis of giving campaigns
- Research donor data, demographic information and giving trends
- Assist with the research and preparation of materials for individual donor solicitations
- Lead the process and execution of direct mail campaigns

Events

- Prepare reports, research, and other materials for cultivation and solicitation events
- Assist in event follow-up including invoices, receipts, thank you letters and data entry
- Serve as a knowledgeable and enthusiastic representative at events
- Assist with planning and support of key events for signature fundraisers

Stewardship

- Work in collaboration with the Development team to execute a year-round engagement plan focused on stewardship of existing and prospective donors
- Maintain, update, and implement stewardship matrix
- Assist in preparation, design, and execution of stewardship campaigns
- Serve as a resource and provide campaign support to the Development team

Assist with various projects and other duties, as needed



EDUCATION & QUALIFICATIONS

The Development Assistant will be a highly motivated self-starter with a bachelor's degree and administrative/office experience preferred. An ideal candidate for this position will possess the following qualities and attributes:

- Exceptional interpersonal skills and a commitment to representing Academy Prep Center of Tampa with enthusiasm, warmth, and professionalism
- Ability to build and maintain positive personal relationships with both internal and external audiences in a broad range of situations
- Outstanding written and oral communication skills
- Ability to organize data and generate reports quickly and accurately
- Ability to work both collaboratively and independently
- Capacity to multitask and manage multiple projects and assignments
- Excellent copy editing/proofreading and grammatical skills
- Proficiency with Office 365 (Word, Excel) and Google Docs a must; working knowledge of social media platforms and Raiser's Edge a plus

Academy Prep Center of Tampa is a 501c3 not for profit organization. Our mission is to inspire and empower students qualifying for need based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support. Our vision is to transform underserved middle school students' lives by being a model of foundational and academic excellence in preparation for high school, post-secondary, and career success.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Please send resume and cover letter to:

Maggie McClelland, Director of Development

mmclelland@academyprep.org