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**Job Title:** Development Assistant  
**Position Type:** Full-Time, Non-Exempt  
**Hourly:** \$14 - \$19  
**Location:** National Ability Center Ranch, Park City, Utah  
**Supervisor:** Director of Development

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#### Job Summary:

The Development Assistant supports the Director of Development and the Development team members. Responsible for scheduling appointments, accurate tracking and reporting of donor activities, gift entry and donor acknowledgments, prospect research, grant support, preparing materials for meetings, donor contacts and committee and campaign meetings, and campaign event assistance. Responsible for supervision of volunteers and registration at events, and creation of several important and proprietary documents. A primary function of this and every position at the National Ability Center is to ensure that each member, guest and visitor receive the highest caliber of service.

#### Specific Duties and Responsibilities:

- Accurate and timely data entry of all donor information in donor database, including gifts, communication notes, solicitations and connections
- Timely donor acknowledgement and recognition a priority
- Create and produce thank you letters regularly, sharing up-to-date information and photos to encourage donor's continued identification with our mission
- Lead database clean-up and on-going maintenance. Train staff on donor database initially and on-going as new versions or team members are added
- Coordinate schedule reminders, communication and solicitation timelines for development and executive staff through the donor database system
- Strategically research and assess capacity levels, giving history and connections of existing donors and report findings to the development and executive teams
- Create and prepare proprietary reports from Salesforce suitable for senior level staff, board and committee members to assist in donor retention and forecasting, volunteer/staff cultivation, solicitation visits and fundraising results and data for marketing and campaign collateral
- Coordinate and ensure timely response to all required reports and follow up information from donors, board members, committee members and executive staff.
- Support the coordination of campaign donor communication

- Provide administrative support to the department/committee, including the taking of minutes, preparation of meeting materials and applicable technology tools
- Event support, including but not limited to, managing registration, supervising volunteers, gift tracking, donor thanking and recognition, and event day assignments
- Adhere to the National Ability Center core values
- Other duties as assigned by the Director of Development

### Required Knowledge and Qualifications

- BA/BS or equivalent experience
- Demonstrated experience providing administrative support in an office setting; Development and Communications experience preferred
- Experience with donor software. Sales Force and Greater Giving experience a plus
- Solid knowledge with all Microsoft office products and web research
- Ability to have significant focus and attention to detail within a dynamic environment
- Proficiency with spreadsheets and database management; must be able to produce reports with minimal guidance
- Familiarity with wealth screening tools, event planning, grant writing and prior experience in a development/fund-raising office preferred
- Sensitivity to confidential information and commitment highest level of integrity when exercising discretionary judgment
- Highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple projects and tasks under tight deadlines
- Comfortable interacting and communicating with a diverse array of stakeholders including donors, staff, board members, committees and participants
- Flexibility and adaptability with schedule and project assignments
- Occasional evenings and weekends required

### Benefits

- Medical
- Dental
- Paid time off
- Paid holidays
- Long-term disability

*Refer to the National Ability Center Handbook for specific details*