



Development Assistant Job Description

Position Title:	Development Assistant					
Status:	X	Full Time		Part Time		Contract
Reports to:	Director of Development					

Hope for Haiti's Mission Statement: To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

Brief Organizational Summary: Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 25 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti's vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit www.hopeforhaiti.com.

Position Title: Development Assistant

Position Description: Hope for Haiti is seeking a strong candidate for the position of Development Assistant who possesses knowledge of non-profit development, strong communication skills, attention to detail, and enthusiasm to join a dynamic and growing team. This position is an integral member of the development team and will offer critical support to achieve the aggressive fundraising goals of the organization, particularly in our launch of a five-year revenue strategy.

Position Duties and Responsibilities:

Reporting to the Director of Development, the Development Assistant will have the following job responsibilities:

- 1) Maintaining Donor Database- Data entry: 60%
 - a. Address updates (moves, capturing seasonal addresses)
 - b. Adding new constituent records
 - c. Constituent Notes & Actions
 - d. Basic Queries
 - e. Basic Analysis of Excel spreadsheets (comparisons)
 - f. Grant follow-up- logging activities
- 2) Donor Services: 15%
 - a. Gift Acknowledgments (Mail Merge)
 - b. Collating Mailings
 - c. Administrative tasks (scanning, sorting, filing, copying, answering phones)
 - d. Assistance with grant applications and follow-up

- 3) Events: 15%
 - a. Planning, execution, and follow-up support for all Hope for Haiti events
- 4) Marketing/Communications: 10%
 - a. Researching prospects and assist in development of approach
 - b. Organize and maintain list/plan
 - c. Maximize branding opportunities through printed materials, web presence, and social media engagement

Education, Skills & Experience:

As a prerequisite, the successful candidate must believe in the core values of Hope for Haiti and be driven by the mission.

- Completion of a bachelor's degree at an accredited college or university preferred
- Knowledge of Donor Databases required (Raiser's Edge preferred)
- Proficiency in Microsoft Office required (specifically Mail Merge using Excel and MS Word)
- Experience working in a non-profit setting preferred
- Comfortable working independently and contributing to a dynamic team
- Excellent verbal and interpersonal communication skills
- Ability to work in fast-paced and growing environment in a shared office space
- Exceptionally well-organized and a strong ability to prioritize
- Professional in appearance, demeanor, and leadership
- High level of professionalism and service

Compensation

Annual salary commensurate with experience (DOE).

A generous compensation and benefits package is offered including medical, dental, life, STD and LTD insurance; paid time off, and much more!

To Apply

Hope for Haiti is currently accepting applications. Interested candidates should submit a resume with cover letter (with references and salary requirement) to careers@hopeforhaiti.com.

Please include "**Development Assistant**" in the subject line.