

Position Description

DEVELOPMENT ASSOCIATE

PURPOSE:
The purpose of this position is to carry out the work of National Ghost Ranch Foundation (Ghost Ranch Education & Retreat Center) by completing the administrative support tasks associated with fundraising.

QUALIFICATIONS:
1. Excellent people skills, communication skills (written and verbal), critical thinking ability, and time management skills.
2. Ability to maintain positive relations with donors and ensure the integrity of development processes.
3. Strong technical skills in database management and customer relationship management applications (Raiser’s Edge experience strongly preferred).
4. Bachelor’s degree in fundraising, communications, marketing or related field preferred.

RESPONSIBILITIES:
- Manage logistical and technical aspects of a comprehensive donor management system, with primary responsibility for timely and accurate gift entry into Raiser’s Edge, timely acknowledgment letters, and creating a wide variety of reports as needed.
- Develop, document and implement efficient organizational processes for a variety of administrative functions according to fundraising best practices.
- Engage with potential and current donors to answer questions and solve issues while providing exceptional stewardship.
- Support the Development Department in fundraising initiatives; mail and email campaigns, events and donor cultivation processes.
- Work collaboratively with the finance department to create and execute reporting and systems to reconcile development department totals with finance department totals.
- Provide lead on software best practices, system enhancements, and manage user access.

REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES:
- Attention to Detail
- Communication
- Customer Focus
- Ethics and Integrity
- Interpersonal Relationships
- Listening
- Organizing and Planning
- Prioritization & Problem Solving
- Process and System Management
- Time Management

ACCOUNTABILITY:
The person reports to the Director of Development

TERMS:
The Development Associate is a full-time position with full benefits. Hybrid remote and onsite options available. The person in this position shall be employed for an indefinite term and is subject to the Ghost Ranch Education & Retreat Center personnel policies.

2/2/2022