**Job Description: Development Assistant**

**Organizational overview**

Workshops for Warriors (WFW) is a 503(c)(3) nonprofit founded in 2008. Its mission is to place veterans and wounded warriors into advanced manufacturing careers by providing them with industry-leading training, nationally recognized credentials, work experience, and job placement. We are rebuilding America’s advanced manufacturing workforce, one veteran at a time with a team of passionate, enthusiastic professionals who want to make a difference in the lives of those we serve, their families, and our country.

**Job summary**

The primary responsibility of the Development Assistant is to support the development department at WFW. This job is good fit for an eager person with sound administrative experience who is willing to wear many hats and take initiative to support the fundraising efforts of a fast growing nonprofit. Under general direction, the work of this job includes supporting development team members and initiatives, processing donations, sending donor correspondence, providing customer service, maintaining electronic and paper filing systems, and assist with coordinating fundraising events.

**Hours:** Full-time, year-round, occasional evening and weekend work required

**Benefits:** Health, vacation, holidays, sick days, personal days

**Reports to:** Executive Assistant to the CEO

**Supervises:** No one

**Reviews:** 30, 60, 90 days upon start and annual performance reviews

**Salary:** Base pay $55,000 - $60,000

**Responsibilities**

* Provides clerical and administrative support upon request, including data entry, copying, scanning, or sorting documents; placing phone calls; scheduling appointments, calendaring and travel arrangements; and running errands.
* Assists with meetings, scheduling, handling logistics of meetings, preparing agenda, sending materials for review prior to the meetings; prepares meeting notes and maintains action items list with follow up to ensure completion.
* Attend events and meetings with the CEO. Document action items, contact information and other data that will ensure efficient and effective follow up. Help accept donations and purchases made after speaking engagements and other events.
* Maintain current, accurate, and confidential filing system, providing historical reference utilizing filing and retrieving systems.
* Manage Expense reporting for the CEO and all related activities.
* Arrange travel and logistics, keeps CEO current with information needed while travelling.
* Stays knowledgeable of Company’s top clients and donors, and maintains contact information.
* Make arrangements for department meetings and takes notes
* Organize facility tours and donor meetings
* Provide administrative support for the board’s fundraising efforts.
* Support fundraising activities such as special events, and special solicitation projects.
* Other duties as assigned

**Requirements and Qualifications**

* Experience of providing outstanding administrative support and customer service.
* Thorough, organized, creative, and detail-oriented approach to work.
* Outstanding writing, speaking, and interpersonal skills. Ability to draft creative letters.
* Ability to take initiative, work unsupervised, solve problems, and achieve goals.
* Ability to juggle multiple projects, with multiple people, in a busy environment to meet deadlines.
* Ability to present a professional image and work effectively as a team member.
* Computer skills: Proficient skills with Microsoft Word, Excel, PowerPoint (useful but not required)
* Experience with some type of customer management software or CRM software.

**Education/Experience**

* High school diploma. Bachelor’s or associate’s degree preferred.
* Minimum two years’ experience working in the nonprofit sector, or in sales.
* Minimum two years’ experience working as a development associate, administrative assistant, or executive assistant.
* Demonstrated ability to exceed expectations and maintain a high level of enthusiasm.
* Proven organizational and time-management skills. Attention to detail.
* Track record of working in fast-growing organizations where systems and responsibilities constantly evolve.
* Demonstrated success in providing exceptional support services to a team.
* Proven ability to do the little things and go the extra mile that makes a big difference.
* Demonstrated success in planning and hosting special events.
* Demonstrated success in working with a team to achieve goals.
* Commitment to helping veterans and wounded warriors.

**Physical Requirements**

* Sitting at a computer
* Travel:
  + - Employee’s vehicle
    - In planes, possibly out of the state

**Disclaimer**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the person filling this role might differ from those outlined in the job description and that various duties may be added or removed to this job function throughout the course of employment.