



WestSide Baby
basics for children in need

Development Assistant Job Description **June 2018**

WestSide Baby

WestSide Baby is the only organization in Western King County with a sole focus on the large-scale distribution of diapers and pre-owned children's goods to caregivers so that they can meet a child's basic physical needs for warmth and safety. We have two operational warehouses in White Center and South Lake Union.

WestSide Baby partners with over 114 local partner agencies who work with low-income families. These partners order items from WestSide Baby, then in turn deliver them to families in need.

Position Overview

The Development Assistant supports WestSide Baby's Development Department, to ensure things runs efficiently and effectively, through maintaining & advancing our data and donor management systems, and by providing daily administrative support for the team to ensure good stewardship of our community of donors. All WestSide Baby staff members will act as ambassadors of the mission to the public.

This is a salaried, **0.8 FTE/32 hours** a week position. Schedule to include occasional evening and weekend hours related to job duties and events. This position is supervised by the Donor Relations Manager, and will work out of our White Center office location. Competitive health care benefits package and PTO included.

Core Responsibilities

Donor Relations and Communication (70%)

- Maintain a comprehensive donor database to effectively track all donor identification, cultivation, solicitation and stewardship efforts.
 - Build reports for segmented donor communications
 - Ensure accurate donor data through scheduled data reviews
 - Participate in moves management contact tracking and reporting
- Produce all gift and donor acknowledgments to ensure timely and accurate record-keeping as well as donor satisfaction and retention.
 - Enter all gifts, pledges, and donor accounts accurately in eTapestry donor software
 - Lead distribution and timely sending of donor correspondence, through hand-written notes, financial letters and emails
 - Assist with the procurement and delivery of special donor gifts
 - Work with Office Administrator and Donor Relations Manager to maintain, update, and create documentation of current development processes & procedures
 - Point person for most donor questions related to gift entry, refunds, pledge payments, and beyond.

Outreach and event staffing (10%)

- Serve a lead role at WestSide Baby signature events to ensure easy check-in, and build relationships with volunteers and donors.
 - Staff lead for data & financial management for the CommuniTea (April) and Cocktail Party (September). This includes RSVP's, data entry, day of registration management and set-up, follow-ups post-event, and multi-year gift scheduling

Administrative support (20%)

- Provide ongoing administrative support to Development Department to ensure smooth operations of the major gifts program, annual fund, grants, workplace giving and special events.
 - Prepare presentation materials, donor packets and other donor research for meetings & events
 - Maintain printed and electronic files for all gift documentation
 - Using Outlook, schedule meetings and presentations for Development staff, as requested
 - Other printing, mailing and record-keeping projects, as assigned
 - Assist with grant applications and compiling all final financial materials to complete & submit to grantor
 - Assist with tracking grant submission calendar in donor database

Qualifications

- Experience working with donor or customer database software; experience with eTapestry or Salesforce a plus.
- Strong computer skills, with proficiency in Microsoft Office
- Ability to analyze systems, and improve efficiency and effectiveness
- Ability to work on multiple projects simultaneously and prioritize tasks and responsibilities
- Demonstrated ability to communicate effectively and professionally with a variety of audiences
- Demonstrated ability to work independently, but also as a member of a team
- Basic knowledge of fundraising best practices
- Strong organizational skills

How to Apply

Please send a resume and brief cover letter to Amanda Sallay, Donor Relations Manager at employment@westsidebaby.org with a priority deadline of July 11. Annual rate is \$28-31K for .8FTE, depending on experience.

WestSide Baby highly values diversity and inclusiveness in the workplace. It is our policy to provide equal employment opportunities to all persons regardless of age, color, national origin, physical or mental disability, race, religion, gender, sex, sexual orientation, gender identity and/or expression, veteran status and beyond. Individuals with all backgrounds, identities and abilities encouraged to apply.