



**Position Success Map
Development Assistant
2023-01-11**

Job Title: Development Assistant

Overview: The Development Assistant supports the Development Manager with all aspects of annual fundraising by providing effective and efficient assistance in the administration of grants, membership, and special events.

Reports to: Development Manager

Direct reports: None

Focus Area 1: Grants and Donation Administration

Performance Standard: The Development Department keeps organized records of donations and proactively plans a year-round schedule of fundraising activities.

Performance Standard:

- a. Assist Development Manager and contract grant writer in maintaining a grants calendar with well communicated deadlines for grants and proposals that require departmental collaboration;
- b. Assist with maintaining records of donations, grants, and donors to meet AcA's high standards of financial reporting;
- c. Maintain a tracking spreadsheet for sponsors and donors to ensure they are receiving the benefits associated with their giving;
- d. Maintain sponsor and donor information in AcA's Salesforce CRM.

Focus Area 2: Membership Management

Success Statement: New and returning members are kept engaged by communications and events from AcA's development department.

Performance Standard

- Support Development Manager in administering activities and communications for annual membership, including recurring member's events.
- Conduct weekly and monthly cycle of mailings for memberships and donation recognitions.
- Use and ensure AcA is maximizing functionality of DonorBox donation platform.
- Participate in annual campaigns for new and renewing members;
- Attend membership events and AcA programs, as requested, to process new and renewing members.



Focus Area 3: Events Management

Success Statement: AcA fundraising events are well planned and executed and reach their financial goals.

Performance Standard:

- Support Development Manager by assisting with major fundraising events.
- Participate in production meetings and sponsorship meetings, as requested.
- Coordinate with vendors and sponsors for event logistics, as needed.
- Serve as an on-site coordinator for fundraising events, as appropriate.

Focus Area 4: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to Development Manager.
- b. Manage communications and task flow with other staff members, as needed.
- c. Prepare for and participate in staff meetings, committee meetings, and board meetings, as requested.
- d. Assist other staff members and board members, as appropriate.
- e. Assist with special projects, as appropriate.