



Development Assistant

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams." Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Development Assistant supports the administrative needs of the fundraising office and assists the team in providing an exceptional donor experience. The successful candidate will play an important role in managing Beyond Housing's donor information and ensuring donors receive appropriate, timely communication. They will also assist with volunteer management, special events, and various projects related to improving the department's processes. Candidates should be strong communicators, detail-oriented, and highly organized. Good interpersonal skills and professionalism are essential.

Responsibilities include

- Supports the Chief Development Officer with scheduling donor visits, tracking donor interactions, fielding phone calls, and other administrative needs.
- Works with Giving Manager to manage donor information, gift entry, donation acknowledgement, database maintenance, and scheduled reports.
- Works with the Events Manager to schedule and track volunteer hours/activities/projects
- Provide administrative support for fundraising events, including assisting with mailings, phone inquiries, and in-kind gift tracking.
- Assist with general clerical support for the department, such preparing meeting papers, proofreading, taking minutes at meetings, purchasing, inventory and filing.

Personal Qualities:

- Methodical -- Strong attention to detail and problem solving skills to evaluate performance, prepare reports, and recommend solutions using independent judgment. Ability to move from concepts to action.
- Reliable -- Demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines.
- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's Degree with 2 years' administrative experience, preferably in a fundraising or sales environment.
- Demonstrated administrative skills, including managing and prioritizing multiple events or projects.
- Ability to work independently, in a team environment, and in collaboration with colleagues.
- Experience using and managing databases (esp. fundraising systems such as eTapestry).
- Strong Microsoft Office skills, including Outlook, Excel, and Word.
- Excellent attention to details, the ability to be flexible and meet deadlines.
- Highly organized and motivated, with good interpersonal, problem-solving, and analytical skills.
- Proficient in oral and written communications skills.

Supervisor:

Chief Development Officer

Salary and Benefits:

Full-time salaried position with benefits for full-time position as determined in current Beyond Housing employee handbook.

Application Instructions:

Please send resume, cover letter and salary requirements in MS Word format to HR@BeyondHousing.org.

For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.