Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-development>

# Example of Assistant, Development Job Description

Our company is growing rapidly and is hiring for an assistant, development. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant, development

* Accurate and timely entry of all donor data, correspondence, contacts, address corrections, into The Raiser’s Edge
* Input Constituent and gift information efficiently and accurately into database
* Ensure that correct campaign, designated appeal and gift code is assigned to gift through batch format
* Ensure that gifts credited to Special Events is linked to proper event accordingly
* Produce daily reconciliation for finance through formatted Crystal Custom Report
* Manage gift batching tasks
* Process gifts
* Prepare acknowledgements letters
* Enter all gifts in the donor database within 24 hours of receipt
* Create monthly donor reports that reconcile with financial records

## Qualifications for assistant, development

* Donor database experience
* Degree in textile or relevant major
* Assist in production and distribution of promotional and development materials
* Process and enter gifts
* Submit letters and mailings
* Set-up and manage constituents