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

# Example of Assistant, Development Job Description

Our innovative and growing company is looking for an assistant, development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, development

* Aid in the maintenance and implementation of the grants process, including the preparation, mailing of grants applications, reports, acknowledgments
* Maintain institutional donor files and information in Raiser's Edge
* Provide preparation, coordination and set-up duties for various meetings
* Assist the Director of Development by taking notes during committee meetings, organizing follow up activities, maintaining the donor database, and providing overall project management and administrative support
* Assist the development department with various large and small events special projects
* Update account information in the organization's fundraising database
* Perform queries and create reports as needed
* Liaise with other staff to ensure intra-agency communication and efficiency
* Send outgoing and distribute incoming mail, including express mail and packages
* Set-up & maintain project folders

## Qualifications for assistant, development

* Working knowledge of Raiser's Edge, Visio, EventPro and Drupal
* Diploma holder with major in Business, Fashion, Textile, Fabric or related discipline
* Organize & scan files
* Sort, organize, and log documents to be sent to storage
* Keep track of documents & plans that are in storage
* Assemble Quarterly Development status reports