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# Example of Development Assistant Job Description

Our company is looking to fill the role of development assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for development assistant

* Coordinate travel arrangements and other event logistics for the President, COO and VP of Resource Development
* Reconciles and tracks monetary contributions that have not been paid and bills donors monthly
* Reconciles and completes expense reports for Executive Staff
* Works closely with finance to ensure all monetary donations are received, recorded and timely
* Serves as backup support for events organized and managed by CRSF
* Serves as main contact for all Foundation staff Under Armour orders
* Answers Foundation phone line in a professional manner, makes sure all calls are routed to the correct staff members
* Makes sure that kitchen remains clean and dishwasher run on a daily basis
* Maintains and orders office and kitchen supplies for Foundation staff
* Distributes all mail and deliveries to staff

## Qualifications for development assistant

* Processes all UPS and FedEx requests
* Reserves conference rooms and sets up meetings as required by staff
* Orders business cards for Foundation staff as needed
* Supports Senior Management with tasks as requested
* Serve as main contact when there are copier issues, work with the copier company to assess issues and fix any problems
* Assist in updating Facebook and other networking sites