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# Example of Development Assistant Job Description

Our company is searching for experienced candidates for the position of development assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for development assistant

* Other duties in support of Development of projects
* Ensure timely delivery of receipts
* Lead tribute and memorial gift program for all four service line foundations
* Be a leader in understanding all ins and outs of the donor database
* Administers and maintains existing strategic plans
* Recommends changes and improvements to maximize and ensure most effective and efficient use of revenue streams
* Manages and maintains team calendars, coordinate weekly team meetings, writers’ summits, and any other meetings to fit each project’s needs
* Manages the Development team project tracker, assignments and deadlines for each member of the team
* Assists with special projects (i.e., project decks, show cheat sheets, ) as assigned and provides general administrative and team support
* Handle incoming enquiries where possible, when the BD Manager is not present

## Qualifications for development assistant

* Experience working with a complex relational database/CRM is required
* Two years’ office administrative experience
* One years’ experience with databases such as Filemaker Pro and Raiser’s Edge is preferred
* Must have experience handling complex itineraries
* Ensure NCA's are completed in a timely manner
* Ensure Finance are advised of new ‘live’ business in a timely manner