



# Example of Assistant, Development Job Description

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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

