



Development Assistant – Job Description

Position Summary

The Development Assistant supports a growing development team. This position will work closely with the Development Director and Executive Director to support all fundraising efforts at Children's Learning Center. This position is responsible for accurate entry and tracking of gifts and donor acknowledgements within our donor database, Little Green Light. Other duties include prospect research, updating and maintaining accurate records, supporting board meetings and events, coordinating mailings, and other basic administrative duties. This is a full-time, year-round position.

Organizational Culture & Values

Our organization is grounded in the values of **teamwork, integrity, respect, making a difference, optimism, inclusion and belonging, and prioritizing people**. The Development Assistant embodies these values by ensuring accurate, confidential donor stewardship, and fostering collaboration to support all organizational operations through private philanthropy.

Key Responsibilities

Development Operations

- Manage processing, entry and acknowledgment of donations in donor database
- Add, update, and maintain constituent records in donor database
- Conduct and track donor prospect research
- Coordinate donor mailings
- Assist with donor events and board meetings

Office Management

- Assist with front desk reception, greeting visitors, and answering phones
- Assist with updating and maintaining records and other administrative tasks as assigned

Communications

- Assist with donor and parent communications, particularly as they relate to fundraising and general brand awareness
- Support consistent brand use throughout collateral materials
- Maintain website for accuracy and consistency

- Develop and implement social media content calendar (Facebook and Instagram)

Collaboration & Relationships

- Works closely with the Development Director and Executive Director to support fundraising activities
- Serves as a liaison to board of directors

Qualifications

- Strong attention to detail, highly organized, and efficient
- Experience with Little Green Light (or similar CRM), email marketing systems, and social media platforms preferred, but not required
- Strong written and verbal communication skills
- Excellent time management skills with ability to coordinate multiple projects simultaneously
- Proficient in Google Suite

Core Competencies

Donor Data Management & Accuracy • Organization & Time Management • Communication & Brand Awareness • Flexibility & Problem Solving

Reporting Structure

Reports to: Development Director

Supervises: None