



Position:	Development Specialist
Minimum Qualifications:	Passionate nonprofit specialist experienced in using databases and technology as tools for fundraising.
Reports to:	Development and Communications Director
Position Purpose:	Maintain complete and accurate records needed for fundraising to assist Development Department goals of increasing revenues through fundraising events and activities.
Schedule:	Flexible schedule of 24 hours per week with occasional nights and weekends depending on event schedule, meetings, or workshops.
Pay Range:	\$15.00 - \$16.00 per hour DOQ

Duties and Responsibilities

1. Fundraising Events

- Assist with event planning, registration, promotion, and activities
- Assist with post-event follow-up and acknowledgements

2. Administer Development Operations

- Maintain database entry and reports, including mail merge and lists
- Process acknowledgments in an accurate and timely manner
- Track donor information for all received gifts, including in-kind donations
- Maintain and grow development lists including email lists on MailChimp, donor lists in SAM (proprietary database) and Donor Perfect

3. Fundraising Research

- Research and prioritize a comprehensive funder prospect list
- Send letters of inquiry with timely and professional follow up

4. Volunteer Recruitment and Coordination

- Assist with recruiting volunteers using memberships, job boards, and postings
- Coordinate volunteer schedules, duties, and communication

5. Contribute to Agency Well-being and Effectiveness

- Participate as needed in staff meetings, in-service training, consultation meetings, agency events, and workshops
- Complete work according to established guidelines and timelines
- Inform supervisor of workload, potential problems, and suggestions to improve agency function
- Contribute to the agency's overall well-being and effectiveness by fully communicating needs, ideas, and concerns directly to other team members and managers

- Engage as a fully participating team member in day to day tasks as well as special activities
- Maintain positive inter and intra agency interactions and communication
- Consistently execute EVOLVE's promise of partnership and excellence in service to clients
- Other duties as assigned by supervisor and/or officers

Professional Responsibilities

- Passion for adoption, foster care, family welfare, volunteering, and/or nonprofits is ideal
- Strong written and verbal communication skills
- Ability to work independently and contribute to a team
- Ability to organize tasks, establish priorities, follow defined procedures, and suggest improvements to existing procedures using professional communication skills
- Ability to maintain strict confidentiality regarding client and personnel information

Equal Opportunity Statement and Non-Discrimination Policy

The Board of Directors of EVOLVE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance except where a bonafide qualification exists.