



Bay Area Turning Point, Inc.

Job Title: Fundraising & Database Assistant	Job Code:
Department: Administration	Reports to: Director of Marketing & Communications
Effective Date:	FLSA Status: Non-Exempt

Position Overview

Hours: Average workweek 40 weekly; *Hours may be flexible as necessary to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances. Overtime must be approved by Supervisor.*

Summary Description: Providing clerical and administrative support to the Development Department and participating in all fundraising activities including donor and public relations and special events.

Essential Duties and Responsibilities

Essential Functions:

Assist in increasing donor base.
Assist in building strong relationships with community businesses, local chambers of commerce, civic groups, churches and individuals.
Maintain the donor database and files, which include fundraising events, donors, in-kind and media.
Support donor relations through direct and indirect means (phone calls, emails, mailings, etc.)
Learn and utilize all BATP software programs for constituent management and acknowledgment.
Prepare routine correspondence.
Process contributions and handle receipts.
Assist with BATP events.
Assist in coordinating appropriate permits, licensing, etc. with supervisors' approval.
Assist developing and manage event timelines, action plans, materials and signage needed for event production
Assist with the negotiation of contracts and submit to supervisor for review and processing.
Keep abreast of agency needs, services offered, to be able to impart information to potential donors and project volunteers.
Assist marketing team to develop social media campaigns.
Develop monthly reports on BATP website on emerging social media trends.
Monitor BATP's social media accounts and offer constructive interaction with users.
Respond to BATP's social media accounts users in a "Social" way to create lasting relationships.
Create methods for finding and saving online reviews to be used in future campaigns.
Prepare social media strategy and prepare quarterly reports that outline suggested changes to the digital marketing platform.
Maintain BATP website, to include updating job requests, stories, and pictures.
Perform other duties as assigned by immediate supervisor.

Responsibilities:

Primarily responsible for accurate and timely data entry, upkeep of resource development database which includes donor demographics, monetary and in-kind gifts, program liaison with finance for reconciliation purposes; prepares and sends timely and accurate donor acknowledgement cards and correspondence; coordination of communications for all fundraising; primary administrative support for the annual BATP events; internet research for sourcing individual and corporate donor prospects, cross checking and updating demographic information in the database. Other related duties as assigned.

Education and Other Requirements

Associate or Bachelor’s Degree or 5 years of experience.

Clerical and administrative office experience with computer proficiency.

Ability to problem solve.

Demonstrated skill with various software packages, including Microsoft Office Word, Excel, Access, Power Point, Constant Contact and fundraising software.

Exceptional written and written communication skills.

Ability to maintain files and records.

Strong customer service skills, tact, and ability to maintain confidentiality.

The ability to communicate and interact well with and gain respect with variety of staff, board members, donors, volunteers and the general public.

Ability to identify priorities and coordinate a variety of functions and tasks.

Outgoing, honest and friendly; easily attracts others to participate in goals and activities.

Strong attention to detail and an organized self-motivator.

Good judgement, organization, detail orientated and problem-solving skills; able to handle multiple projects simultaneously.

Culturally sensitive, able to work with multicultural client/customer population; ability to work in a non-judgmental manner and foster positive growth/outcomes; able to work as part of a team and maintain professional boundaries.

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor’s Signature

Date

Fundraising Database Assistant 6/27/2018

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	6/27/18

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.