

YWCA of the Greater Triangle
Job Announcement

Job Title: Development Assistant Posted Date: 3/15/10
Hours Per Week: 25 (Part-Time/Temporary -3 months)
Date Available: Immediately Closing Date: When Filled
Supervising Position: Executive Director Dept/Program: Development

Duties and Responsibilities:

- Provides administrative support for fund development activities including typing correspondence and other documents; filing, scheduling meetings; and answering phone calls.
- Maintains Association volunteer and donor database including data entry and report generation.
- Records and tracks donations and contributions to the YWCA.
- Works with the Accounting Department as requested to generate donor reports.
- Assists with grants management including maintaining list of all grants received and calendar of grant reporting schedules and requirements.
- Assists in organizing and implementing special events.
- Special projects and other duties as assigned.

Qualifications:

Minimum:

- Acceptance of and adherence to the Mission of the YWCA.
- Associate Degree or equivalent.
- Three years administrative work experience with increasing responsibilities.
- Highly proficient in the use of Microsoft Outlook, Word, Excel, and Access.
- Strong organizational and communication skills.
- Excellent writing and proofreading skills
- Sensitive to the needs of diverse populations.
- Ability to lift up to 25 pounds.
- Have valid driver's license and able to run errands, and travel site-to-site.

Preferred:

- Bachelor's Degree
- Fund development experience
- Event planning experience

YWCA Mission: YWCA of the Greater Triangle is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all people.

MAIL APPLICATION OR BRING APPLICATION TO:

YWCA of the Greater Triangle
Human Resources
554 E. Hargett Street
Raleigh, NC 27601

NO PHONE CALLS

WE ARE AN EQUAL OPPORTUNITY EMPLOYER