



## DEVELOPMENT ASSISTANT POSITION DESCRIPTION

**Title:** Development Assistant  
**Department:** Philanthropy & Communications  
**Reports to:** Development Director  
**Salary:** \$19-21/hour

### **Position Summary:**

The Development Assistant works in partnership with the Development Director and the Philanthropy & Communications team to support the mission and goals of the organization by carrying out administrative duties associated with fundraising efforts.

### **PCOA Commitment to Equal Employment Opportunity**

At Pima Council on Aging, we don't just accept differences – their importance is one of our key values. We are committed to building a team that serves the community by representing a variety of backgrounds, perspectives, skills, and abilities. As an equal opportunity employer, we support diversity, foster equity, and are committed to creating an inclusive and accessible environment for all.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees donor database integrity and ensures accurate record-keeping of all gifts and pledges in Bloomerang software system
- Maintains accurate and updated contact information and donor interaction documentation
- Ensures the generation of timely donation acknowledgement letters, new donor packets, and other mailings
- Monitors and notifies Development Director when fundraising materials/collateral need changes and updates
- Creates reports and exports data to support development activities as requested
- Ensures implementation of database procedures and provides assistance to other users within the organization
- Responsible for upholding best practices in database administration and data integrity
- Serves as primary point of contact for processing payments and answering donation-related questions and concerns by phone and email
- Supports planning and logistics for PCOA's annual gala and other events, meetings, and campaigns
- Tracks and reports on RSVPs, invites, meal preferences, ticket sales
- Interfaces with venues and vendors, accurately tracks and reports on current and historic expenses for specific projects and events
- Completes data entry assignments and other administrative support to Development teams and committees
- Coordinates meeting scheduling, takes notes, creates and distributes agendas and minutes
- With guidance of Development Director, establishes effective electronic filing and tracking processes for things such as bequests, material distribution and updating, reporting, etc.
- Oversees printing and mailing of fundraising materials, appeals, invitations, newsletters, etc.
- Assists with assembly and distribution of sponsorship packets, tracks and ensures fulfillment of sponsorship benefits

- Ensures that donor wishes with regard to confidentiality, tributes, and memorials are recorded, recognized and executed appropriately

#### **OTHER DUTIES**

- This job description is not designed to cover or contain a complete listing of activities, duties or responsibilities for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **MINIMUM QUALIFICATIONS**

- High School diploma or G.E.D.
- Experience with donor management systems, or other similar customer relationship management database software (Bloomerang preferred)
- Proficiency in Microsoft Office suite including Outlook, Word, Excel, MailMerge, Teams, as well as Zoom.
- Successful fingerprint clearance and background check
- Possession of a valid Arizona driver's license and current automobile insurance
- Minimum 2 years' experience doing administrative tasks in an office environment, preferably in a nonprofit or fundraising setting

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated knowledge of basic nonprofit fundraising principles
- Demonstrated ability to implement accurate data entry and reporting
- Skill in maintaining organized electronic and physical files
- Organized approach in tracking project status, deadlines, and deliverables
- Ability to work independently and take initiative, make decisions, and prioritize work
- Ability to stay focused on tasks while remaining flexible under varying deadlines
- Prior successful experience in building relationships and working effectively with a team while managing multiple projects
- Ability to handle straightforward inquiries and issues independently, and to discern which strategic and complex items should be handed over to Development Director
- Upholds PCOA's reputation as an ethical service provider and advocacy organization, and ensures responsible stewardship of donations

#### **WORKING ENVIRONMENT**

Will work in an office environment, with the possibility for some work to be done remotely from home. While performing the duties of this job, the employee is regularly required to walk, stand, and occasionally climb or balance, stoop, kneel, crouch, crawl and reach with hands and arms. The employee must lift and/or move up to 20 pounds, occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Hearing requirements include ability to listen and respond appropriately to conversations in person and over the phone.

**To apply: email cover letter and resume to Sarah McNamara, Development Director, at [smcnamara@pcoa.org](mailto:smcnamara@pcoa.org) or mail to 8467 E. Broadway Blvd, Tucson, AZ 85710.**