

BAINBRIDGE SCHOOLS FOUNDATION
Development Assistant
Flexible, Part time – 10 hours per week on average

Overview:

Development Assistant is a part-time position responsible for assisting the BSF team with donor development. This includes donor and gift entry and tracking in the fundraising database, and support with our fundraising events.

Responsibilities may also include assisting the ED and other staff with donor cultivation, solicitation and recognition, data research, and assistance in the production of donor communications.

Reports To: Executive Director

RESPONSIBILITIES

Philanthropy Team Support

- Lead gift entry in the database
- Coordinate process for acknowledging donors and gifts
- Provide support to special events and direct mail appeals
- Help ensure donor information is captured in database
- Perform other administrative duties as assigned by team

QUALIFICATIONS

Required

- Excellent interpersonal and customer service skills
- Keen attention to detail. Accuracy is a must in this position. Ability to assure donor name and financial contribution accuracy and confidentiality in all campaign communications and documents
- BS/BA or equivalent combination of education and related work experience
- Strong PC skills with working knowledge of MS Word, Excel and Outlook
- Ability to manage a wide variety of individual projects and meeting deadlines
- Excellent time management, organization, and independent judgment skills
- Proven ability to take responsibility and problem-solve in a proactive manner
- Proven ability to work under pressure, juggling many tasks at once
- Demonstrate BSF's core values that enable teams and individuals to succeed with shared respect and purpose; passion for Bainbridge Island public schools

- Experience in working with individuals from a variety of cultural and economic backgrounds
- Must be able to comply with and maintain a smoke-free and drug-free work environment.

Desired

- Event planning and execution experience
- 2 to 3 years database experience

Personal Requirements

- Commitment to BSF's mission
- Collaborative style; relationship-oriented; friendly, welcoming demeanor
- Self-starter, dependable, organized and punctual
- Vision to plan ahead and multi-task
- Capacity to cope with interruptions and changes

APPLICATION REQUIREMENTS:

Submit a cover letter, resume, and contact information for three current references by 11/1/19 to:

bsf@bainbridgeschoolsfoundation.org - **OR**

Search for Development Assistant
Bainbridge Schools Foundation
8489 Madison Avenue NE
Bainbridge Island, WA 98110

The Bainbridge Schools Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.