

CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA
JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned to this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Catholic Charities, nor does it in any way alter the employment at-will relationship that exists between employees and Catholic Charities. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: Development Assistant
REPORTS TO: Development Coordinator
EMPLOYMENT STATUS: Non-Exempt
TIME COMMITMENT: Full-Time
SALARY:

Position Summary

The Development Assistant will be responsible for assisting with all administrative support duties for the department. In collaboration with the Development Coordinator, will help support gift processing and acknowledgement, take meeting notes, help coordinate and schedule calendars, manage in-kind donation data entry, handle office ordering needs, and provide administrative support to all Development functions.

Essential Functions

1. Perform administrative duties including filing, copying, sorting, organizing, mailing, management of department supplies, and errands to support all areas of fundraising.
2. Provide database support including gift processing, acknowledgment letters, data entry, database cleanup, mailing lists, basic reports, and in-kind donations.
3. Support events and other group meetings including the recording and distribution of meeting minutes, event planning, and assistance at fundraising events.
4. Support the coordination, setup and administrative tasks for tours, and help with off-site meetings as needed.
5. Assist in the coordination of administrative volunteer support for fundraising events.
6. Perform other related administrative duties to support the department in all areas as needed for fundraising, volunteer programs, communications, and grants.
7. Participate in professional development opportunities and trainings to increase fundraising and event management skills, best practice standards, and quality improvement efforts.

8. Support the Mission, Vision, and Values of Catholic Charities in the performance of all essential job functions and responsibilities.

Note: Catholic Charities considers this position to be a mandated reporter of child abuse and elder abuse.

Other Responsibilities

1. May require some travel throughout Sonoma, Lake, Mendocino, and Napa counties.
2. Requires flexible schedule including occasional weekend and evening work as needed.
3. Work with the Diocese of Santa Rosa and local parishes as appropriate and requested.
4. Perform other related duties as assigned.

Agency Culture

It is essential that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values.*
- *A commitment to excellence in everything we do.*
- *A commitment to performance and quality improvement.*
- *A commitment to outcomes and measured results.*
- *A commitment to innovation and to what is possible.*

Education, Experience, and Skills Required

1. Associate's degree, experience with event planning, and general clerical support required. Two to three years of experience may substitute for associate degree. Bachelor's degree preferred.
2. Strong organizational and multi-tasking skills required; ability to work in fast-paced environment needed.
3. Ability to manage confidential information.
4. Ability to work effectively as part of a team.
5. Computer literacy required including experience with Microsoft 365 Suite. Demonstrated proficiency with databases. Willingness to learn and apply new software and platforms as necessary for the work.

6. Solid written and verbal communication with attention to detail and accuracy.
7. Excellent interpersonal skills, cooperative, friendly, proactive, and helpful attitude with donors and co-workers. Ability to work with donors and other employees to ensure a positive and constructive environment within the department and throughout the Agency.
8. Passion and enthusiasm for the mission of Catholic Charities and its clients.
9. Valid driver license and at least state required minimum of automobile insurance, clear DMV driving record, and ability to provide own transportation. Must be willing and able to travel between agency sites.
10. Must pass DOJ background clearance (fingerprinting) in accordance with the Diocese of Santa Rosa's policies prior to start of employment.
11. Bilingual (English/Spanish) preferred, but not required.

Job Analysis/Job Description Physical Requirements

Never (N)

Occasionally (O) = Up to 3 Hours per Day

Frequently (F) = Up to 6 Hours per Day

Constantly (C) = Up to 8 Hours per Day

Physical Activities	Frequency
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	O
Remaining in a stationary position, often standing, or sitting for prolonged periods.	F
Moving about to accomplish tasks or moving from one worksite to another.	F
Adjusting or moving objects up to 10 pounds in all directions.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands, and/or fingers.	F
Operating machinery and/or power tools.	O
Operating motor vehicles or heavy equipment.	F
Assessing the accuracy, neatness, and thoroughness of the work assigned.	F

Environmental Conditions	Frequency
Low Temperatures.	O

High Temperatures.	O
Outdoor elements such as precipitation and wind.	O
Noisy environments.	O
Hazardous conditions.	O
Poor ventilation.	N
Small and/or enclosed spaces.	O
No adverse environmental conditions expected.	X

Physical Demands	Frequency
Sedentary work that primarily involves sitting/standing.	N
Light work that includes moving objects up to 20 pounds.	X
Medium work that includes moving objects up to 50 pounds.	N
Heavy work that includes moving objects up to 100 pounds or more.	N

Signatures

This job description has been approved by all levels of management:

Management _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the essential duties, functions, and requirements of the position.

Employee Signature _____ Date _____

Employee Name (Printed) _____