

Development Assistant Center for Science and Culture

General Description

Under the direction and supervision of the Director of Development Operations, the Development Assistant works as a team with other development staff to process donations, assemble mailings, support development officers, maintain systems, and communicate with donors. Also is responsible for providing consistent front desk presence, as well as phone and email coverage for Discovery Institute and the Center for Science and Culture. This is a full-time position based in the Seattle Office.

Required Qualifications

- Associates Degree with emphasis in business administration, accounting, communications, or other related field
- One year of experience as administrative or program assistant
- Intermediate knowledge Microsoft Office 365 (Word, Excel, Outlook) or other similar programs
- Excellent verbal and written communication skills
- Attention to detail and ability to work independently
- Ability to handle multiple projects simultaneously
- Basic knowledge of customer relations management software, specifically Salesforce/Non Profit Success Pack (NPSP)
- Team Player with ability to interact with a variety of personalities and skill levels

Preferred Qualifications (In addition to above requirements)

- Bachelor degree, with emphasis in business administration, accounting, communications, or other related degree.
- Two years of experience as administrative or program assistant.
- Intermediate knowledge of Salesforce NPSP.
- Advanced knowledge of Microsoft Office 365 programs.

Primary Duties

Donation Processing and Donor Research

Process donations according to established CRM and accounting procedures. Includes data entry in CRM (Salesforce NPSP), printing letters and scanning documentation. Assembles new member premiums as needed.

Donor Care and Retention

Maintains annual contact with 300-500 donors who give less than \$1,000 per year. Writes thank you notes, calls and/or emails annually to thank for gift. Tracks all activities in CRM.

Donor Updates and Direct Mailings

Assists in all donor care and fundraising mailings as directed by the Donor Care Coordinator.

General Office Support and Reception

Welcomes guests, receives shipments, and answers/directs incoming calls for Discovery Institute. Monitors info@discovery.org and cscinfo@discovery.org email boxes. Assists in special event set-up, as needed.

CRM Maintenance (Salesforce)

Reviews and cleans-up data on a regular basis; enters new contacts as requested; updates database when mail is returned.

Development Officer Support

Provides support to one or two Regional Ambassadors/Stewardship Officers by researching donors, assigning follow-up tasks, and trip planning by pulling regional lists of donors and potential donors.

Secondary Responsibilities

Daily Revenue Report

Back-up for review of the Daily Revenue Report to assign credit for gifts, updating donor campaign status, and researching new donors for giving potential and interests.

Event Follow-up

Back-up for data entry of names gathered at events. Coordinate mailings and other follow-up with participants as directed by Director of Development Operations.

Other Duties as Assigned

Support for other CSC or DI programs on an as-needed basis and as approved by the Director of Development Operations.

Compensation and Benefits

This is a full-time position with benefits (bus pass, medical and dental). Requires a regular presence in our Seattle office. Salary will be commensurate with experience.

To apply for the position, please go to discovery.org/jobs/development-assistant to submit a resume (or CV) and a cover letter addressing the following:

- Describe why you would like to work for Discovery Institute's Center for Science and Culture, speaking directly to the mission and programming of the Center.
- Describe the relevant skills and experience you would bring to the position.
- Provide a desired salary range and your earliest available start date.

Direct question and cover letter to:

Kelley Unger
Director, Development Operations
Discovery Institute
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