



Job Title - Development Assistant

Job Description

Location(s): Rise Recovery, Charlie Naylor Campus, Building A
Reports to: Development Director
Salary Grade: Full Time / Non-Exempt ; \$16-\$18 per hour commensurate with experience

Position Overview

Rise Recovery is seeking a full-time Development Assistant to support the Development Team in grant application, documentation and reporting, calendaring, solicitation mailings, fundraising events as well as team and board administrative support. This position reports directly to the Development Director and will also work closely with other Rise Recovery staff and volunteers.

The Development Assistant will maintain a calendar of grant applications and reporting deadlines as well as maintain a grant materials repository to facilitate timely grant applications and reporting. The successful candidate will assist the Development Director in growing the organization's individual donor base through online and physical mailings as well as follow-up communications. The Development Assistant will document communication efforts, add pertinent grant information and generate high-level dashboards utilizing our CRM database- Salesforce. This individual will also be required to assist in preparing and executing fundraiser events and play a role in preparing presentation materials for donor and board-related events and site visits. Administrative support duties also include providing support to our Executive Team and the Board of Trustees before and during quarterly meetings.

A demonstrated willingness to take the time to really learn Rise Recovery's program offerings is encouraged. The ability to work collaboratively to gather information needed by the Development Team, Executive Leadership Team and Board of Trustees is required. All experience levels are encouraged to apply.

All employees are expected to demonstrate our Rise Recovery core values – Community, Outstanding Service, Relationship, and Empowerment – while providing enthusiastic, professional and courteous service to all who walk through our doors.

Essential Job Functions

- Maintain a grant proposal and reporting calendar to ensure all submissions and reports are met on a consistent basis.
- Assist in preparing and executing fundraiser events and play a role in preparing presentation materials for same.



- Research current and new grant sources that align with Rise Recovery's current and planned program goals.
- Assist with entering data and maintaining records of contributions made to the organization.
- Generate high-level dashboards needed for the Development Team to track financial progress toward budgetary goals.
- Assist in processing donations and preparing acknowledgement letters and other correspondence in donor database.
- Assist with donor stewardship as assigned, including but not limited to generating thank you letters, assisting board members with thank you notes and processing mailings.
- Reconcile Monthly & Quarterly finance records with development records.
- Assist with all Board of Trustee-related administrative duties including calendaring and preparation of materials for quarterly board meetings and communication with all board members on upcoming events.

Additional Job Responsibilities

- Perform other clerical duties as needed such as filing, copying and collating, and data entry for the Development department.
- Maintain up-to-date contact information on development accounts.
- Perform other duties and responsibilities as requested with a sense of core values and team spirit.

Education and Training

- A Bachelor's Degree or equivalent administrative experience.

Knowledge and Experience

- Spanish speaking, reading, and writing ability is desired but not required
- Previous experience at a service-oriented non-profit is desired but not required
- Experience with CRM databases such as Salesforce is required
- Proficient at Microsoft Office, Excel and Word as well as Google Drive
- Organized, accurate, detail-oriented, creative problem-solver with strong written and oral communication skills
- Goal-oriented and able to work independently
- Excellent time management skills, ability to organize and manage a wide variety of tasks with accuracy and attention to deadlines
- Ability to be flexible and prioritize needs with Development Director, the Executive Leadership team, and the entire organization
- Ability to provide enthusiastic, professional, and courteous services to a diversity of people



Physical Requirements

- Able to operate standard office technology, and equipment and utilize office supplies
 - Able to carry standard office furniture for the purpose of event space set up and tear down
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Working Conditions

- Hourly, estimated 40 hours per week.
 - Normal office hours are Monday through Friday from 8:00am to 4:00pm at the Rise Recovery Main Office with flexibility to work from home as well.
 - Standard administrative office environment.
 - Periodic commute for meetings and support to the local service center; regularly scheduled hours may vary however during periods of workload fluctuation.
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Rise Recovery is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Interested applicants should send their cover letter and resume to:

Tifinie Williams, HR Generalist, at HR@RiseRecovery.org