



## **Humane Society of Broward County Development Assistant I Job Description**

**Job Title:** Development Assistant I  
**Department:** 300 - Development  
**Reports to:** S.V.P. of Development  
**FLSA Status:** Non-Exempt  
**Revision Date:** 05/2017

### **JOB SUMMARY**

The Development Assistant maintains the donor information database, processes donations, assists the S.V.P., Manager and other Development staff in their duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Enters general donor information into donor database management system, Raiser's Edge.
- Prepares and mails donor correspondence and responds to prospective donor inquiries.
- Works in conjunction with the accounting coordinator to reconcile daily deposit of donations and deposit reports as needed.
- Provides support for Development staff as needed.
- Processes daily deposit cover sheets.
- Assists with data entry and follow up for PetSet/PAWS events, and Walk For The Animals.
- Coordinates small events as needed.
- Assists with preparation and follow up for event auctions.
- Helps raise funds through a variety of methods including; direct mail, social media, grants, special events, auctions and in-kind donations, etc.
- Adheres to HSBC's safety precautions on an ongoing basis.
- Assist with building tribute program.
- Assist with Planned Giving Committee.
- Maintains records for matching gift program donors and companies.
- Maintains database for the Walk (pre, day of, post).

### **SUPERVISORY RESPONSIBILITIES**

- None; however, may lead, train, or participate in work team assignments.

### **NON-ESSENTIAL DUTIES**

- Performs any other duties assigned by the S.V.P. of Development and/or Development Manager in accordance to HSBC policies as needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ABILITIES:**

- Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals.
- Ability to perform mathematical functions including, but not limited to counting cash, processing credit card transactions, adhering to event budgets and ability to perform basic bookkeeping functions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to process complex verbal and written instructions and translate them into a series of logical problem solving steps.
- Ability to communicate effectively verbally and in writing.
- Ability to perform basic clerical skills.

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- Ability to keep accurate and detailed records.
- Ability to fluently speak, write and understand English.
- Ability to write legible on HSBC forms, reports and documents.
- Ability to operate a desktop PC, 10 key calculator and related peripheral computer equipment.
- Ability to answer all questions effectively and in a pleasant manner.
- Ability to communicate effectively with the public and to a variety of audiences.
- Ability to adhere to disease management and safety protocols.
- Ability to multi-task and work on several projects as once by applying project and time management skills.
- Ability to work under strict deadlines.
- Ability to maintain inventory in an organized manner.
- Ability to demonstrate the highest level of personal and ethical standards.
- Ability to effectively utilize tools and resources to work efficiently.
- Ability to exhibit a professional, confident and driven work style with a competitive spirit.
- Ability to work in a team oriented and frequently changing environment.
- Ability to establish and maintain effective working relationships with co-workers, volunteers, donors and vendors of diverse background and cultures regardless of race, religion, sex, sexual orientation, disability or political affiliation.
- Ability to use sound judgment when providing guidance to event staff and volunteers.
- Ability to support HSBC's vision and direction.
- Ability to work under stress during events, crisis or disaster situations.
- Ability to work varied hours/days, including nights, weekends, and holidays, as needed.

## **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to stand for long periods of time.
- While performing the duties of this job, the employee must be able to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear for extended period of times.
- The employee must occasionally lift and/or move up to 40 pounds.
- The employee must be able to utilize phone system, 10-key calculator, typewriter, copier, scanner, desktop PC and related peripheral computer equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee will frequently be required to drive to and from fundraising events.
- While performing the duties of this job, the employee will be required to handle, restrain, lift and have contact with domesticated animals.
- While performing the duties of this job, the employee is regularly exposed to and comes in close contact with domestic animals; therefore, the employee cannot be allergic to these animals.
- While performing the duties of this job, the employee must be able to bend and use legs, arm and back muscles without discomfort.
- The employee is required to adhere to company personal appearance policy and wear supplied uniform shirts/jackets when required.
- The employee may be required to work extended hours during fundraising season, company-defined crisis or disaster situation.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to domesticated animals and susceptible to being bitten or scratched.
- Clerical aspects of job are performed in an office setting; however, at fundraising events the employee may also work in restaurants, club settings, outdoor settings, kennels, cat areas, examination, training areas, and throughout the shelter and will have some exposure to wet or humid conditions while offsite on in kennels areas.
- While performing the duties of this job, the employee works closely with the public within various types of environments during morning, afternoon and evening hours during fundraising season.
- While performing the duties of this job, work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and cleaning agents.
- While performing the duties of this job, the employee frequently positions self to handle animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.).

- The noise level in the work environment varies from moderate to high levels.

**EDUCATION, EXPERIENCE, and TRAINING**

- High school diploma or general education degree (GED) required.
- Two years of full-time administrative assistant, event planning, development assistant or any equivalent combination of training and experience required.
- Knowledge of proper phone etiquette.
- Knowledge of fundraising principles and practices.
- Knowledge of administrative and clerical procedures.
- Experience with cash handling and credit card processing required.
- Must be computer literate with proficient use of Windows based software, MS Office products (Outlook, Word, Excel, Powerpoint and Publisher) and Chameleon/CMS© or an equivalent integrated shelter software case management system and donor management system.
- Fundamental knowledge and understanding as of Raiser’s Edge, our donor database management system, highly preferred.
- Prior work experience in a non-profit environment within a fundraising capacity preferred.
- Possession of a valid Florida driver’s license with a good driving record required.
- Some travel is required to and from event locations and other work-related trips with the use of personal and/or company vehicle.

**Note:** Management has the right to assign or reassign duties and responsibilities to this Job at any time. Critical features of this Job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position. This job description does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I HEREBY ACKNOWLEDGE THIS FORM HAS BEEN PRESENTED TO ME BY MY SUPERVISOR AND I HAVE READ AND UNDERSTAND THE DUTIES OF MY POSITION:

EMPLOYEE:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SUPERVISOR:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_