



PONTIAC

COMMUNITY FOUNDATION

Building a Brighter Future for Pontiac

Development Assistant

October 2022

The Position:

Pontiac Community Foundation (PCF) is an independent 501(c)(3) organization, dedicated to Building a Brighter Future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. Our organization's most effective work is centered around leadership development and quality of life initiatives that help make the city of Pontiac a more desirable place to live, work, and play.

The Development Assistant serves as support staff for the Vice President of Development and fulfills an array of administrative and coordination functions. The person in this position reports to the Vice President of Development. The Development Assistant provides an essential administrative function for the organization in the arenas of donor relations and resource development, in coordination with members of the Senior Staff. The Development Assistant also manages systems and operations of the development department such as Salsa CRM.

The Development Assistant will be highly organized and able to prioritize and manage multiple and varied projects; have strong administrative, organizational, and communication skills; develop and maintain positive interpersonal relations with all levels of staff, board of directors and committee members, donors and outside contacts; and exercise a high degree of integrity while managing highly sensitive and confidential information. The Development Assistant will be able to work effectively both within teams and independently, as well as with remote supervision, to accomplish goals and implement systems. The successful candidate works proactively, anticipating needs, conflicts, and opportunities while exercising considerable judgment, initiative, and discretion, and is comfortable advancing projects with remote supervision.

This is a new position, and responsibilities may evolve over time.

Position Responsibilities:

- Manage and maintain the accuracy and integrity of databases and filing systems ensuring that all information is kept current and up to date
- Purchase and inventory office supplies as needed for the development department and donor programs
- Maintain office environment in a manner that promotes hospitality, professionalism, and stability
- Process donations and prepare acknowledgement letters and other correspondence; Maintain foundation, corporation and individual donor files
- Manage relationships in the database and communicate accordingly with various stakeholders (Board of Directors, Chief Executive Officer and the Vice President of Development)
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Provides support to various committees and volunteers during fundraising campaigns and events
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events
- Administrate ongoing annual fundraising programs (monthly recurring donor program, honor/memorial gifts, brick paver program, etc.)
- Create monthly fundraising reports and dashboards
- Reconcile donations with the business office monthly
- Assists in scheduling meetings with prospective funders and donors
- Other duties as assigned by the Vice President of Development

Skills and Qualifications:

- Must embrace the mission of Pontiac Community Foundation
- Superb written, verbal and interpersonal skills
- Time management and flexibility with job duties
- Competent in G-Suite, CRM software, and related platforms
- Ability to manage-up and provide support to executive leadership
- Self-directed and able to work independently with remote supervision
- Sound judgment and ability to think critically amongst difficult decisions
- Highly organized and able to prioritize and manage multiple varied projects; specificity to detail, protocols, and professionalism, including highest level of discretion with confidential information
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- A bachelor's degree and/or equivalent 2-4 years of professional experience in administrative support or similar roles

Compensation, Benefits, and Terms:

- \$15-20/hour at 20 hours per week depending on experience. Opportunity to expand over time
- 100% of pre-approved work-related expenses to be paid or reimbursed

*If you have interest in joining our growing team,
please email a cover letter and resume to: hr@pontiaccommunityfoundation.org.*