

UrbanPromise Wilmington Job Description

Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth, and servant leadership.

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| Job title | <i>Development Assistant</i> |
| Reports to | <i>Development Director</i> |

Job purpose

The **Development Assistant** supports development efforts of the Development Director, Executive Director and Board of Directors. The **Development Assistant** ensures that the vision and mission of UrbanPromise effectively reaches funders and prospective donors through personal meetings, ongoing thanks and engagement, and overall donor relationships. The **Development Assistant** empowers the Development Director, Executive Director and Board to manage and track our segmented donor process; maintaining up to date donor development records. This role supports expanded UrbanPromise operations through increased fundraising income.

Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

- **Assist UP Staff and Board on development goals and donor outreach.**
 - Strategically support relationship density among donors by assisting with donor outreach, thank-you process, and scheduling in-person and online meetings and tours with the Executive Director, Leadership Team and Board members.
 - Assist Development Director and Executive Director with individual fundraising efforts via Appeals including printing letters, managing mailings and supplies.
 - Assist all staff with individual fundraising (Fig) efforts including printing letters, assisting with mailings, reimbursements, and supplies.
 - Heavily assist event teams with 5 annual events: preparing event materials, ordering supplies, event registration, invitation mailings, and other duties as assigned.
 - Additional duties as assigned by the Development Director
- **Salesforce Donor Database Management**
 - Assist with managing donations using Salesforce donor management system.
 - Familiarity with Salesforce or client software system and/or willingness to learn is a plus
 - Enter all new donations and update donor information as needed (contact info., communication preferences, family relationships, business & church affiliations, volunteer activities, donations, etc.)
 - Produce quarterly, monthly, and on-demand reports for Development Director, Executive Director, Board and staff.

- Maintain a clean database and manage donor segmentation, donor movements.
- **Foster Community in Christ**
 - Engage in personal spiritual development (mentoring, bible study, prayer, etc.).
 - Participate in staff spiritual practices (prayer, discipleship, bible study, etc.).
 - Support and engage in safe practices.
 - Engage in professional development through staff retreats, training, and team building events.
 - Invest in and support the UPW community through actions and attitudes.
 - Actively pursue UPW support raising goals through relationship development, support letters, and on-going fundraising meetings.
 - Have fun.
- **Additional Duties including Office Admin Assistance**
 - Duties including but not limited to the following:
 - Prepare weekly financial deposits.
 - Record donation patterns via check, return envelope, and donation type.
 - Cross-communicate donor data within UP as directed (volunteer management, marketing, etc.)
 - Maintain Development office supplies.
 - Provide administrative support to receipt and appeal letter printing, collating, and mailing in a timely manner.

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| Approved by: | |
| Date approved: | |
| Reviewed: | |