

## 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.

<b>Job title</b>	<i>Development Assistant</i>
<b>Reports to</b>	<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.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	