



POSITION:	Development Assistant	Posted 1-9-19
REPORTS TO:	Donor Information Manager	
STATUS:	Non-Exempt/Part-time	

All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last five years, we have grown to be a convener for healthcare, human services, and social service organizations to help build a healthy future for those at risk in our community.

GENERAL FUNCTION

Reporting to the Donor Information Manager, the Development Assistant is part of the Development Department and will provide general administrative support for the development and marketing team. This position is part-time, averaging 15 hours a week, with the likelihood of additional hours at peak times.

MAJOR RESPONSIBILITIES:

- Generate and mail tribute cards on a timely basis.
- Generate donor acknowledgment letters and prepare letters for mailing.
- Data entry of daily donation batches, as needed.
- Filing donor records, as needed.
- Be part of the team who opens and processes incoming mail.
- Make updates to donor records as needed.
- Assist with the organization of food drives.
- Assemble donor information and welcome packets.
- Maintain organized system to store signed media releases.
- Maintain files of all AFFB public relations pieces.
- Phone coverage, as needed.
- General organizational administrative support, as needed.
- Special projects as needed.

QUALIFICATIONS

- Associate's or bachelor's degree in a related field.
- A minimum of two years' experience in an administrative position, preferably in a not-for-profit development office.
- Proficiency in Microsoft Office Suite, Excel and Word.
- Detail-oriented with superb organizational skills.
- Excellent interpersonal skills.
- Experience with donor information management system; DonorPerfect preferred.
- Ability to work independently as well as across teams.
- Committed to serving vulnerable populations to end hunger in the community served by AFFB.
- Acceptance of and commitment to All Faiths Food Bank's values, vision, and mission.



All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging, and fostering a diverse workforce and providing a work environment that promotes equality and inclusion.

We commit to providing policies, systems, and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.