



## **Project Angel Heart seeks Development Assistant**

**Organizational Mission:** Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout both Metro-Denver and El Paso County and promoting the power of food as medicine.

**Position Summary:** Assists with overall individual giving administrative support, including donor data entry, timely acknowledgements, donor follow-up and stewardship, as well as supports the Vice President of Development in committee management and related work.

**Amount of Time and Status:** Non-exempt, 40 hours per week, Monday – Friday plus occasional evenings and weekends required

**Reports to:** Vice President of Development

### **Essential Responsibilities Include:**

- Provides assistance to the Vice President of Development including meeting scheduling and preparation for internal, donor, board, and committee meetings; tracking of annual and strategic plan priorities; and general correspondence
- Timely and accurate entry of gifts and donor information into the Raiser's Edge database including membership and attribute coding, correspondence, and updates
- Generates and customizes donor correspondence including gift acknowledgements and donor updates
- Audits, monitors, and manages sustaining donor activity and transactions including acting as the primary point person with donors to update, maintain, and/or change donation and other general information
- Assists in database maintenance and clean-up
- Coordinates mailings including stewardship mailings and solicitations of faith institutions
- Acts as contact for vehicle donations, cereal drive, and matching gifts

### **Required Qualifications/Experience:**

- Preference will be given to candidates with experience in Raiser's Edge or other fundraising database experience
- Minimum two years previous administrative or development assistant experience or equivalent required; college degree preferred
- High computer proficiency, as well as experience with Microsoft Office suite including Word, Excel, and PowerPoint and quick adaptation to new programs a must. Raiser's Edge experience highly preferred
- Extreme detail-orientation and accuracy with both numbers and written documentation

- Excellent written and verbal communication skills, including outstanding knowledge of grammar and ability to tailor writing tone to a variety of audiences and contexts
- Deadline-driven with a strong ability to forecast unforeseen challenges for high level executives
- Dependable, strong problem solving and organizational skills
- Ability to balance, prioritize, and perform multiple tasks
- Passion for Project Angel Heart's mission and desire to work as part of a team
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Valid Colorado Driver's License and own transportation preferred

**Working Environment/Physical Activities:**

Work environment is an office setting. Physical activities include sitting at a desk and working on a keyboard and computer, conducting business over the telephone and via e-mail, and using fax, copy, and postage meter machines. Position may require occasional moving of materials up to 45 pounds around the office or in and out of a vehicle.

**Compensation:**

Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

**Application Procedure:**

Please submit resume and cover letter via email only to [jobs@projectangelheart.org](mailto:jobs@projectangelheart.org). No phone calls, please. Cover letter must explain why you are interested in this particular position, and why specifically at Project Angel Heart. Promising candidates may first be contacted via e-mail. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately