



Job Description

JOB TITLE: Development Associate
REPORTS TO: Development Relations Manager
STATUS: Hourly, Non-Exempt
HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY FUNCTION:

Manage donation recording and acknowledgment processes. The primary responsibility is to receive, record, and acknowledge donations made to the Foodbank.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Accurately and efficiently record donations (monetary and food donations) in donor database in accordance with Donor Recognition Standards
- Maintain and update relevant donor information in database
- Prepare and mail donation acknowledgments in accordance with Donor Recognition Standards and IRS requirements
- Prepare reports and reconcile revenue with Accounting department
- Assist with donor stewardship efforts as directed by VP of Development & Development Relations Manager
- Support Development Department at community events when necessary, which may occur after regular working hours
- Work with Operations Department to record and acknowledge product donations
- Other support and clerical functions as assigned

QUALIFICATIONS:

Skills, Education and Experience

- MS Office proficient; especially Outlook, Word and Excel
- Experience in database management or data entry; experience with donor management software preferred
- Detail oriented, efficient, and highly accurate
- Friendly and professional manner
- Strong writing and communication skills
- Customer Service

Other Competencies

- Trustworthiness and commitment to maintaining confidentiality of sensitive information
- Flexibility and ability to adapt to multiple types of duties
- Ability to manage multiple tasks
- Creativity and thoughtfulness in problem solving
- Ability to work independently
- Ability to work well with others
- Passion for and interest in the Eastern Illinois Foodbank's mission