

Scarlet Hope

DEVELOPMENT ASSISTANT v. Spring 2022

Roles & Responsibilities:

Reports to: COO of Scarlet Hope, Inc

Location: Louisville, KY

The Development Assistant is responsible for providing support to the Ministry Fundraising Team in the administration details and implementation specific to fundraising and donor relations. This role will include a variety of administrative tasks and requires an attention to detail, high level of excellence, the ability to take initiative, work independently and on multiple projects at once.

Job Responsibilities Defined:

Development Data

- Maintain the Donor Database
- Prepare and analyze fundraising reports
- Curate a list of monetary and in-kind all the needs of the ministry
- Maintain & improve donation tracking systems

Grant Process

- Research Foundations, donors, and grant opportunities that Scarlet Hope has not utilized yet
- Track all interactions, submissions, due dates, reports, grants funded, etc in a database
- Create and maintain timeline in which information for grant will be gathered, written, and submitted
- Assist in the writing of the Grant
- Ensure compliance with all grant requirements

Donor Relations and Strategic Planning

- Assist in the creation of the annual fundraising strategic plan
- Assist and expand in cultivation and nurturing of major gifts, current and potential corporate, foundation, individual donors & church partners
- Assist in consistent communication with church partnerships and coordinate donations/drives
- Connect new high-level donors to the Fundraising Team
- Solicit In-Kind donations as needed

- Equip Fundraising Team to meet regularly with donors and speak at various engagements
- Manage development calendar, annual giving campaigns, mailers, etc
- Create content for Donor Communication
- Oversee Donor Acknowledgment
 - Regular Thank You Notes
 - Phone Calls to high-level donors or large one-time gifts
 - Year-End Giving Reports

Planning and Execution of Large Donor Events

- Collaborate with the Events team to organize and execute at least two fundraisers each year
- Obtain Corporate sponsorships to cover the cost of events
- Assist in recruiting high-level donors to attend events
- Prepare the Fundraising Team for key donors attending the events

Implementation of Ministry Communication Plan

- Collaborate with staff members and communication team to maintain active and vibrant social media presence
- Create content for our blog
- Maintain website content for up to date donor communication

Other Expectations & Responsibilities:

- Present for Staff Meetings
- Available for calls from donors
- Attend Staff Retreat 1x a year
- When appropriate and necessary attend conferences or functions with the Fundraising Team where it seems appropriate for the Development Assistant to attend. May require travel on occasion

Flexibility is a vital aspect of the role as Development Assistant. There will be miscellaneous tasks and responsibilities that may be assigned to you. It will be essential that your role be viewed as being a flexible member of a team. We are excited and thankful for your skills and gifts.

Hours

This is a full time, salaried position. The general hours will be completed during normal business hours. However, flexibility will be required based on evening/weekend meetings and events.