



JOB ANNOUNCEMENT

- Job Title:** Workstudy – Development Assistant
- Department:** Development and Marketing
- Summary:** Under the supervision of the Director of Development, the Development Assistant is primarily responsible for the management of the Pierce County AIDS Foundation’s donor database for optimum donor relations and strategic cultivation and solicitation activities. Because the success of the Foundation’s fundraising efforts hinges largely on its ability to leverage donor data, the Development Assistant not only ensures the integrity of the database (i.e., up-to-date, accurate, etc.), but also helps to conduct important donor research that augments the database and the Foundation’s ability to succeed. The position will also support the Annual Fund and special event activities and strategies, as necessary.
- Core Responsibilities:** Donor Database Administration / General Development Assistance
- Oversees the maintenance and operation of the donor database (i.e., data integrity, user interface, database security, etc.);
 - Maintains the data entry of all new and updated contacts in the donor database;
 - Processes all gift acknowledgements and receipts to donors;
 - Ensures that the gift processing benchmarks are kept;
 - Develops and works with Development and Marketing Team for database “clean up” strategy (including timeline) to purge unnecessary information, streamline data input and keep database efficient and accessible;
 - Works closely with the Development and Marketing Team on creating and refining detailed custom database generated reports;
 - Aid in the analysis of donor data, reports and trends in giving patterns;
 - Aid in the coordination of timeliness and workflow for Development support to annual audit reporting;
 - Identify, develop and implement system and process improvements;
 - Work with Development and Marketing Team on assuring that all users adhere to database usage protocols.
 - Provide for general departmental support (e.g., filing, telephone support, organization, etc.);
 - As needed, assist with the successful implementation of the Foundation’s special events.
- Qualifications:** Required
- Must be comfortable working with people of diverse backgrounds, sexual orientations, HIV status, and socioeconomic status;
 - Ability to work well under pressure and independently;
 - Detail-oriented with a high level of accuracy;
 - Ability to develop and maintain effective, collaborative working relationships with donors, volunteers, clients, and staff;

- Possess an understanding of professional boundaries;
- Excellent writing, public speaking and interpersonal skills;
- Ability to respond quickly to change;
- Ability to work independently and in a collaborative team environment;

Desired

- Ability to occasionally work a flexible schedule that may include evenings and weekends;
- Ability to lift up to 50-lbs. and walk up one flight of stairs;
- Valid driver's license and proof of insurance;
- Reliable mode of transportation.

Learning Objectives:

The goal of PCAF's Community Service Workstudy Program is to provide students with a meaningful service and learning experience relevant to their interests while supporting and enhancing the agency's mission to: prevent HIV infection, assist persons affected by HIV/AIDS, address related health problems, and combat associated stigma and discrimination.

This position will afford the workstudy student an opportunity to develop skills in areas such as: project management, database administration, events planning and production, and general skills working in a nonprofit social service setting.

Salary:

\$9.00 per hour; 12 to 19 hours per week during school, and up to 40 hours per week during the summer months.

Other Information:

Pierce County AIDS Foundation (PCAF) is committed to increasing the diversity of its staff and to strengthening sensitivity throughout the organization. PCAF is an equal opportunity employer and service provider and does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, veteran status, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status.

Additionally, candidates for employment at Pierce County AIDS Foundation should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions and the occasional related graphic representations may choose not to work at Pierce County AIDS Foundation.

Application Process:

Send a cover letter, resume and completed application to:

Margie Abels
Pierce County AIDS Foundation
625 Commerce, Suite 10
Tacoma, WA 98402

margieabels@piercecountyAIDS.org

TEL—(253) 383-2565

FAX—(253) 597-6682

Closing Date:

Open until filled.