

VFW NATIONAL HOME
DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE: Development Assistant
EFFECTIVE DATE: June 2022; Revised Dec 2022; Revised March 2023
DEPARTMENT: Development
F.L.S.A.: Non – Exempt
GROUP: Development

I. ***SUMMARY OF FUNCTION:** Member of the VFW National Home Development Department. Assist the Development team as assigned. Responsible to solicit and cultivate donors and establish professional relationships.

II. ***CHARACTERISTIC DUTIES:**

1. Cultivate and maintain positive relationships with donors.
2. Assist with donation and acknowledgment processes.
3. Answer donation phone line and assist with donor inquiries.
4. Perform general clerical duties.
5. Be a source of answers for donors about their gifts or about giving a gift.
6. Become proficient in working with Blackbaud fundraising software.
7. Represent the National Home at cultivation events.
8. Perform additional duties as assigned.

III. ***RESPONSIBILITIES:** Directly responsible to the Development Director of the VFW National Home. Responsible to work as an effective functioning member of the VFW National Home Development Department. Responsible for accurate and timely completion of assigned duties. Responsible for maintaining the confidentiality of designated information. Responsible for maintaining the safety, security, and confidentiality of assigned area, equipment, materials, and information.

IV. ***POSITION QUALIFICATIONS:**

EDUCATION: Minimum: High school diploma. Preferred: Customer service or sales experience, experience with Blackbaud fundraising software.

***SKILLS/ABILITIES**

1. Pass employment physical per State of Michigan licensing requirement.
2. Provide verification of freedom from communicable tuberculosis within the last three years.
3. Able to perform the characteristic duties as outlined on page one of the job description.
4. Interact with staff on a professional level.
5. Able to follow agency policies and procedures and supervisory direction.
6. Demonstrate exceptional written and oral communication skills.
7. Make decisions using sound judgement.
8. Able to positively interact with constituents, peers, clients, staff, vendors, visitors and guests, and others associated with the VFW National Home.
9. Able to perform with minimal daily supervision, once trained in the characteristic duties of the position.
10. Able to maintain accurate and timely records.
11. Demonstrate proficiency using Microsoft Suite products.
12. Able to understand and utilize the agency chain of command as directed.
13. Highly organized.

***WORK EXPERIENCE:** Minimum of 1 year of related experience.

**These are essential functions of the position for purposes of the Americans with Disabilities Act.*