



P A J A R O V A L L E Y  
**COMMUNITY**  
**HEALTH TRUST**

**Job Title:** Development Assistant

**Temp Position:** **Term: May 22, 2019 – November 15, 2019** - *Part time (up to 19 hours per week)* - **This position may lead to a full-time position.**

**Reports to:** Executive Director, with supervision from Director of Finance & Operations

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**Position Summary:**

We are searching for a “Temporary” Development Assistant. Duties will include, but not limited to, preparing progress reports, drafting proposals, engaging with potential donors & sponsors, tracking contributions, preparing and managing mailing list; assisting with event planning, liaising with consultants & vendors, assisting with volunteer programs, and social media activities.

The ideal candidate for this role should possess good people skills, exceptional communication skills, outstanding time management and demonstrate initiative as well as respond to direction. This position reports to the Executive Director and will work closely with Director of Finance & Operations, Executive Assistant, and Event Management Consultant.

**Duties & Responsibilities:**

**Development and Communications:**

- Implement scheduled letter and/or electronic fundraising campaigns in accordance with the development work plan (provided)
- Generate monthly reports
- Working closely with the Executive Assistant & Accounting Specialist, support tracking and reporting of incoming donations and the weekly reconciliation of donor and accounting databases.
- With the Executive assistant, support the production of accurate and timely donor acknowledgments
- Manages list pulling and distribution process for mass mailings
- Coordinate content and data for annual printed publication (Health Watch)
- Monthly, create & coordinate content for full-page newspaper article
- Monthly, create & coordinate content, format & publish electronic newsletter
- Create/coordinate relevant content for social media
- Monthly -updates to organization’s website

**Event Planning:**

- Working closely with the Event Management Consultant and Executive Assistant, assist in event planning and implementation, including administrative tasks as needed, event database management, graphic design, marketing and interacting with a variety of internal and external constituents (donors, prospective donors, volunteers, staff, and outside vendors/services)
- Maintain event pages in Constant Contact

**Other:**

- Attend and participate in team meetings and activities, including promotional/ educational events
- Exercise high standards of courtesy, performance and respect for confidentiality in all dealings, internally and externally
- Completes other tasks and duties as assigned in support of communications and fund development

**Qualifications:**

- Proven strength in verbal and written communication skills, with accurate grammar and composition, and excellent attention to detail.
- Outstanding time management skills and ability to work independently or as part of a team, and to take initiative as well as respond to direction
- Database management experience required, specifically fundraising and/or event database management experience preferred
- Experience in social media platforms required, with website development preferred
- Experience in creating promotional material and publications preferred
- Event planning experience preferred
- Naturally friendly, punctual, professional self- starter who enjoys being part of a team
- Bachelor’s Degree preferred; equivalent professional work experience will be considered

**Compensation**

- \$ 22-\$23 hourly

The job duties, responsibilities, skills, functions, experience, education and the requirements listed in this job description are representative, not exhaustive, of the tasks that an employee may be required to perform. The HealthTrust reserves the right to revise this job description. California's Labor Code contains a presumption that employees are employed at will. Accordingly, either the employer or the employee may terminate employment at any time, with or without cause or prior notice. The Health Trust is an Equal Opportunity Employer and does not discriminate based on gender, race, religion, sexual orientation, age, ability status, or any other characteristic.