



Position Title **Development & Communications Assistant**

Reports To **Executive Director**

Schedule **Part time, typically 10-20 hours per week.**

Position Description

The Development and Communications Assistant supports resource development operations to achieve the goals of the annual development strategy. The Assistant supports the day-to-day responsibilities of special event fundraising, the donor database, and communications. This position reports to the Executive Director.

Specific responsibilities include but are not limited to the following:

Special Events: 40%

- Plan and coordinate annual College Dreams gala, Junior Board fall event, and new events
- Recruit volunteers for event committees
- Create and update event workplans for staff and volunteers
- Prepare and manage event registration, event close-out and any follow-up needed
- Assist with creating, editing and preparing invitations, posters and other event materials
- Solicit auction donations, sponsorships, and in-kind contributions necessary to meet event goals
- Support and attend key meetings and events, as appropriate

Communications: 30%

- Write and edit press releases, social media content, website updates, e-blasts, annual impact report and other materials
- Collect and compile data, student stories, and outcomes data for grant proposals, marketing materials, and annual report.
- Photograph activities manage organization's image files
- Work with vendors to manage development and printing of physical materials
- Create graphics and design materials using Canva
- Propose ideas and projects to increase the effectiveness of agency communications

Database and Donor Management: 30%

- Serve as primary staff member responsible for managing the donor database
- Process and acknowledge all contributions in an accurate and timeline manner

- Maintain accurate and orderly records of all contributions from individuals, foundations, and corporations
- Generate mailing lists and manage mailings for special events, individual and corporate appeals
- Research prospective donors and funding opportunities to support growth of the donor portfolio
- Assist in donor stewardship activities, donor thank you calls, and provide excellent customer service to all donors
- Prepare regular and ad hoc reports of donor data and contributions
- Reconcile donor data each quarter to ensure accuracy of database
- Maintain deadlines calendar for donor reports, pledge payments, etc.

Qualifications and Competencies

- Bachelor's degree required
- 1-3 years of fundraising and/or communications experience preferred
- Outstanding organizational skills and attention to detail
- Proven ability to meet deadlines while managing multiple projects
- Ability to work both independently and in a team
- Ability to efficiently manage time and resources
- Strong computer skills, including proficiency in MS Office tools (Word, Excel) and ability to learn a donor management database tool; experience with Giftworks a plus
- Must have a valid driver's license and ability to provide reliable transportation to venues and meetings throughout City of Chicago and suburbs
- Ability to lift and carry event supplies and materials weighing up to 25 pounds
- Ability to attend occasional weekend and evening meetings and events
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Compensation

This is a part-time hourly position working between 10-20 hours per week. The hourly rate range for this position is \$14-\$17 per hour commensurate with experience.

Application Information

Interested applications should mail cover letter, resume, and a writing sample to Executive Director Jessica Paulsen (jpaulsen@passwithflyingcolors.org) with the subject line "Development and Communications Associate." No phone calls please.