



## JOB DESCRIPTION

**POSITION TITLE:** Development Specialist

**EXEMPTION STATUS:** Non-Exempt

**JOB RELATIONSHIPS:**

Reports to: Director of Development/Chief Executive Officer  
Supervised by: Director of Development  
Personnel supervised: None  
Interrelationships: Alliance For Children Chief Executive Officer, Chief Finance Officer, Accountant(s), Development Associate, Grant Writer

**Summary:**

Position available with Alliance For Children for a Development Specialist. The Development Specialist will directly support the fundraising efforts of Alliance For Children in support of our free services to child victims and will serve as the subject matter expert for the donor database (Raiser's Edge) and for all logistical aspects of fundraising events.

**Job Duties/Essential Functions:**

*Database Maintenance*

- Database accuracy—maintain current and accurate donor, committee, and prospect information/accounts in database.
- Expand donor accounts to include accurate data regarding donor listing information, spouse, mailing information, salutations, employment details, constituent codes, attributes, etc.
- Generate lists and reports, produce labels for various mailing projects, invitations and direct mail pieces.
- Generate reports to identify donor groups.
- Perform other related duties as requested by the Chief Executive Officer.

*Contribution Management*

- Manage all financial and in-kind gifts once they are received in office.
- Manage all contribution processes from gift entry to batches/confirmations to accounting uploads.
- Manage receipt and entry into database of all contributions, and produce timely and meaningful donor acknowledgements within 2-4 business days.
- Income reporting—generate contribution reports for weekly development meetings and as needed.
- Generate thank you letters and receipts to cash and in-kind donors.
- Produce honorarium and memorial acknowledgements.
- Perform other related duties as requested by the Chief Executive Officer.

*Annual Giving, Special Events, and Grant Database Management*

- Maintain all event records including contributions and donations from Greater Giving.

- Produce prospect lists, letters/mailings/labels for solicitations.
- Manage direct mail process in coordination with PR/Marketing and outside printer.
- Maintain accurate committee, participant, volunteer, and sponsor lists, and keep invitation lists current.
- Produce event reports as needed.
- Coordinate annual appeal report, mailing list and details.
- Process grant contributions in database.
- Perform other related duties as requested by the Chief Executive Officer.

### *Special and Third Party Events*

- Coordinate and assist in developing all special event logistics including, but not limited to:
  - Overall and day-of event timelines including accurate and effective event orders.
  - Negotiating with venue contracts and booking event space, arrangement of food and beverages, ordering of supplies and audio visual equipment, event signage, décor, and materials.
  - Serve as liaison with vendors on event-related matters.
  - Manage all in-kind donations for silent auctions including: Coordination of donations, tracking, inputting into auction software, accurate donor forms and acknowledgement of donors and donations.
- Assist in administrative support of committee members and volunteers including but not limited to: meeting agendas, minutes and materials, and track meeting attendance and incidental payments as needed.
- Coordinate committee meeting requirements and attend meetings.
- Set and meet deadlines for all assigned mailings and printed/electronic event materials requiring timely coordination with Development Associate and PR/Marketing Coordinator.
- Build and manage all event websites through Greater Giving including sponsorship levels, day-of packages, and uploading of guest names and silent auction lists.
- Keep track of event finances including check requests, invoicing, and reporting, and provide periodic progress reports to Director of Development for each event project. This is to include expenses, vendor contact, and all logistical aspects of events.
- Input auction items for and assist with Pinwheel Society events.
- Perform other related duties as requested by the Chief Executive Officer.

### **Knowledge/Skills/Abilities:**

- Bachelor's Degree required. Relevant work experience may substitute for Bachelor's Degree requirement.
- Raiser's Edge proficiency preferred.
- Minimum 3 years' experience working with databases.
- At least 2 years' experience managing special events.
- At least 3 years' experience with project and/or office administrative management including proficient use of Microsoft Office with advanced skills in Excel and Word applications.
- Demonstrated competence in the use of technology.
- Experience in Greater Giving or other online donation software is a plus.
- Strong verbal and oral communication skills.
- Extremely detail-oriented and organized; self-starter.
- Exemplary planning and time management skills.
- Must be a team player and work occasional weekends for event dates.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.

- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Ability to lift up to 25 lbs. Moderate independent travel by private auto required.

**Mission:**

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.