



PTSD FOUNDATION
OF AMERICA

DEVELOPMENT ASSISTANT

The Development Assistant contributes to the mission of the PTSD Foundation of America by overseeing the development administration, prospect research, and support of solicitation and stewardship cycles.

Job Description: The Development Assistant will be responsible for advising on operating procedures, planning fundraising programs, engaging with support agencies, promoting special events, creating development calendars, maintaining databases, and preparing prospect materials.

Responsibilities: The Development Assistant has the following responsibilities and duties:

- Provide organizational support for the Executive Director and Development Manager.
- Collaborates with the Development team and works to achieve departmental budget.
- Creates reports, ensuring data integrity, data clean up, data extraction, and assisting the team with data analysis.
- Prepare and generate reports, queries, donor profiles, prospect lists, and mailing lists.
- Assists with the process of all gifts and completes timely generation of gift acknowledgment receipts, thank you letters, and other forms of acknowledgment as required.
- Help to track the Development team expenses and revenues and can work within a budget.
- Assist in securing sponsorship opportunities and departmental events.
- Conduct research, develop, and execute donor solicitation plans and strategies to generate revenue.
- Work with the Development team to design and oversee a stewardship program that effectively engages all constituents (Alumni, staff, board, volunteers, and donors) creating an effective resource pipeline.
- Promote the PTSD Foundation of America's brand, increasing retention of funder relationships with existing donors.
- Prepares materials as needed for the organization's meetings with prospective donors.
- Assists when needed with the foundation grants and works with third-party grant writers.
- Perform any additional duties and projects as assigned.

Requirements: The Development Assistant should have the following skills, education, and experience:

- Post-secondary education in Non-profit Development Management, Non-Profit Fundraising Experience, Business, or 2 years related experience.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word), SharePoint & DonorPerfect, or experience with any other CRM platform.
- Strong project management, customer service, and relationship-building skills. Maintain a professional demeanor while problem-solving, multitasking, and working with diverse people.
- Must be able to work weekends.
- Ability to maintain a professional and positive attitude as a team player and work independently with little guidance in a fast-paced, changing environment.
- Enthusiastically support the foundation, its mission, leadership, and policies and assist in building a culture of philanthropy.

Physical Requirements:

- Regularly requires sitting or standing for extended periods of time.
- Hearing and vocal are required to exchange information to convey and receive detailed information.
- Occasional exposure to air and blood-borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.
- Ability to lift up to 50 pounds if needed

Compensation: The PTSD Foundation will offer the following:

- Medical, Dental and Vision
- Life Insurance
- Other benefits

Development Assistant

FLSA/Grade: Non-Exempt

Job Code: 13-1131.00