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 advise on operating procedures, planning, fund-raising 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 the departmental budget.
- Creates reports, ensures data integrity, clean-up, and extraction, and assists 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’s 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 with foundation grants when needed 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 of related experience.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word), SharePoint & Donor Perfect, 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.
- 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 to 50 pounds if needed.

**Compensation:** The PTSD Foundation will offer the following:

- Salary: $40,000-$50,000
- Medical, Dental, and Vision
- Life Insurance
- Other benefits
- 403 (b)