Development Associate

The Development Associate offers administrative support to Atlanta Volunteer Lawyers Foundation (AVLF)'s development team, handling a variety of tasks related to institutional and individual giving. The position is a full-time, entry-level position under the supervision of the Development Director.

Primary Responsibilities

- Manages and updates donor database.
    - Enters records into Salesforce and ensures accuracy and complete data sets.
    - Maintains data entry requirements by following established workflows, techniques, and procedures.
    - Verifies data by reviewing, correcting, deleting, or reentering data as needed, using additional information as needed.
- Tracks philanthropic requests, pledges, and contributions.
    - Monitors recurring donations, providing support to donors as needed.
    - Assists with communications targeted at annual campaign donors.
- Manages donor lists and prepares mailing materials including but not limited to tax acknowledgement letters, thank you letters, invitations, and solicitations.
- Works in conjunction with the creative/communications team to maintain and update MailChimp database and subscriber information.
- Redirects returned mailings to the correct mailing addresses and corrects contact information in donor database.
- Revises donor-facing forms, such as letterhead, donation request forms, and templates.
- Conducts research on prospects, including individuals, corporations, and foundations identified by development officers as potential sources of private funds.
- Compiles reports on current or prospective donors as requested.

Additional Responsibilities

- Develop, prepare, and execute maintenance tasks.
- Develop, prepare, and execute common reports requested by management staff.
- Review, revise, and execute workflows and procedures to improve the functionality of the Salesforce database.
- Assist in data projects as directed.

Requirements

- Associate's or Bachelor's degree in a related field; Bachelor's degree preferred
- One to two years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Office Suite
- Demonstrated competency in Salesforce (or equivalent CRM)

Qualifications & Expectation of Performance

- Expectation to perform with independence
- Expectation to balance multiple projects, tasks, and assignments
- Proficiency in time management and project prioritization
- Proficiency in project management and vision to understand data-related tasks

Salary & Benefits

Dependent upon experience and qualifications. This is a full-time position with generous fringe benefits.

To Apply

Email resume, cover letter, and names of three references, with the subject line reading "Development Associate Application" to Libby King (eking@avlf.org).

Applications must be received by the close of business on February 20, 2018.

Revised February 7, 2018