



Development Associate

Job Purpose:

Provide administrative and research support to the Chief Development Officer.

Status:

Non-Exempt / Part-time position

Direct Report:

Vice President, Strategy

Minimum Skills:

Knowledge of computer applications, including Microsoft applications and donor management software – preferably Donor Perfect. Knowledge of gift accounting practices and ethics standards.

Excellent communication skills, written and verbal.

Excellent customer relations skills.

Professional, highly organized, and able to multitask.

Ability to edit and proofread development and marketing communications.

Ability to work in a team environment, especially during special events

Preferred Education and Experience:

- High School Diploma: Some college or college degree preferred.
- One to three years' experience in nonprofit organizational fundraising, specifically higher education.
- Excellent written and verbal communication skills.
- Experience handling confidential information.

Key Areas of Responsibility – Development

- Serve as the Donor Perfect database administrator.
- Record accurately all donations, including date, amount, type, and designation in donor software accurately, maintaining data integrity and institutional history.
- Acknowledge all donations at the time of the gift, providing tax-deductible information as appropriate.
- Maintain filing system of development and donor history.



- Serve as point person for Matching Gifts, online giving (via PayPal, Donor Perfect, and Benevity payroll giving, etc.).
- Identify and research prospective donors and provide analysis of this information.
- Distribute Development mailings (Annual Report, Spring Appeal, Fall Appeal, etc.).
- Communicate closely with the accounting department for details of contribution type and amounts; participate in the reconciliation of Donor Perfect, QuickBooks and sponsorships.
- Provide quarterly fundraising reports for Board of Directors' meetings.
- Assist in the coordination of donor cultivation and stewardship events as needed.

Key Areas of Responsibility – Other

- Serve as a point person within the organization for all issues related to Development.
- Work with members of the Horse Center's staff and/or outside contractors on the health, and well-being of the Horse Center.
- Assist the CFO, Vice President, Strategy, and CEO with annual budget priorities.
- Maintain a safe working environment within and around areas associated with employee work environment.
- Participate in safety training and comply with safety rules, regulations, and protocols.
- Perform additional duties and assist with special projects as assigned.
- Maintain confidentiality of all donor-related records, digital and paper.

Virginia Horse Center Foundation actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee, student, or applicant because of race, age, sex, color, sexual orientation, gender identification or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, military or veteran status, domestic violence victim status, criminal conviction status, political affiliation or any other characteristic protected by applicable law. Protected veterans, minorities, and women are encouraged to apply.

No job description or statement of job purpose is meant to be all-encompassing. As it is not possible to outline every potential task, candidates accepting employment with the VHCF are aware that responsibilities may increase at times, based on the needs of their department and/or events taking place at the Horse Center.