

Southern Minnesota Initiative Foundation Position Description

Title: Communications/Development Associate (part/full time)

Reports to: Vice President of Development

Function: Provides assistance to SMIF's fundraising and communication efforts through coordination of fundraising activities, support of marketing activities, and event planning. Manages clerical and support needs for the department.

Specific Job Duties:

Communications:

- Assist communications with updates and drafts of various communication materials ensuring efficiency and consistency of organizational message.
- Update website, support social media efforts and track overall metrics for communications
- Assist affiliate funds with communications – websites, brochures; support affiliate fund grant programs
- Support overall data updates for all mail lists ensuring accuracy of information; support expansion of database through social media, events and programs
- Evaluation and cumulative impact reports; in-depth program/donor stories

Development:

- Record gifts and coordinate donor acknowledgments
- Send monthly pledges/invoices and quarterly donor thank you's
- Coordinate semi-annual direct solicitation including preparation, distribution and tracking of all mail solicitations and follow-up.
- Ensure integrity of donor services including gift processing, gift tracking, and donor database.
- Support development in scheduling solicitation visits and presentations for outreach staff visits
- Other duties as assigned

Event Planning and Support:

- Support SMIF's annual luncheon through administrative and program support of the event
- Support other SMIF events through administrative and program support
- Assist in registration and follow-up from SMIF events

Qualification Requirements:

1. Two to four year degree in related field.
2. Strong written and oral communication skills.
3. Experience in communications, marketing/sales, or database management in an office setting.
4. Strong organizational skills able to manage and prioritize multiple projects.

5. Team player and self-motivated with a high standard of accuracy and ability to meet deadlines.
6. Strong interpersonal communication; able to interface well with volunteers, co-workers, and donors.
7. Attentive to details of administrative procedures and processes
8. Competent computer skills including Internet database researching, Microsoft Word, Excel, Access

Reports to: Vice President of Development

FLSA Status

Manager

Date

Exempt Non-Exempt

Yes No

February 2018

This position description is not intended to be an exhaustive list of all duties, responsibilities and competencies required of this position. Employees are held accountable for all aspects of the job, which are subject to change at any time.