

Development Associate Job Description

Total hours 15 - 18 hours per week, 3 days per week, \$18 - \$20 per hour

Responsibilities include:

- Learn E-Tapestry Database by participating in 9 hours of online tutorials with an expectation of passing the E-Tapestry Fundamentals Certification exam.
- Gift entry and acknowledgment of donations in E-Tapestry
- Review and evaluate Accounts in E-Tapestry
- Direct Contact with Council Board members and other staff to support annual fundraising project{s}
- E-Newsletter collection of content and formatting
- Research and maximization of the use of social media
- Assist in the planning and execution of cultivation and stewardship events
- Projects may be assigned based on skills and abilities of candidate within the needs of the organization
- Support other Staff Members with Council Programs as needed
- Attend monthly staff meetings

Knowledge, Skills, Abilities:

- Ability to execute small and large details to achieve long-term objectives
- Strong written communication skills
- Demonstrates superior customer service and organizational skills
- Displays proficient use of Microsoft Office to include Outlook, Word & Excel.
- Aptitude in using databases a plus
- Exhibits self-drive, flexibility and decision-making skills
- Desire to work efficiently and reliably, both autonomously and in a team capacity
- Willingness to take on assignments/tasks based on the needs of the organization
- An interest in and a desire to contribute to the mission of the Needham Community Council
<http://needhamcouncil.org/>
- Dependability
- Ability to keep all information confidential

To apply please submit a letter of interest and resume to <mailto:pvanamson@needhamcouncil.org>