



PART-TIME DEVELOPMENT ASSISTANT

ABOUT US

In 1979, Helping Hands: Monkey Helpers was founded to help adults with spinal cord injuries and other mobility impairments throughout the U.S. live more independent and engaged lives. This was accomplished by providing individuals and their families, free of charge, a unique service animal: a highly trained capuchin monkey to help with their daily tasks.

The only organization of this kind, Helping Hands, for the last 42 years, raised and trained these special service animals, carefully matched them with appropriate recipients across the nation, and provided active support and care for the duration of each placement. The organization also provided the highest level of care for the monkeys in the program throughout their lifetimes.

Due to changes in society, including 38 out of 50 states prohibiting primates in homes, Helping Hands is now welcoming many older service monkeys back to the Helping Hands home. Additionally, as the service monkeys retire, and placements in homes cease, the organization is also undergoing a major transformation as it begins to prepare for the next forty years.

THE POSITION

We are currently seeking a part-time Development Assistant to join us during this very exciting next phase, assisting the Director of Development in raising a \$1.3 million operating budget.

The Development Assistant's primary responsibility is gift processing and managing the Blackbaud Raiser's Edge/NXT database. There are additional responsibilities as time permits.

The position reports to the Director of Development and is 20 hours per week, working in a hybrid environment (in the office and remotely). The salary range is \$22-\$25 an hour, depending on experience.

RESPONSIBILITIES

- Handle all queries, reporting, list building, thank you letters, and other aspects of the Blackbaud Raiser's Edge database
- Ensure that all gift, contact, and donor background data is accurately and promptly entered into Raiser's Edge.
- Participate in and ensure monthly reconciliation of gift reporting in the donor management database with the periodic monthly, annual, and special projects financial reporting produced by the bookkeeper and the Treasurer.
- Periodically review and update donor information retained in the donor management database for accuracy and relevance. Produce donor background reporting as needed.
- Coordinate gift processing from receipt of gift to thank yous. Ensure that all gifts received are processed and responded to correctly and promptly.

- Work with the Director of Development and others on donor stewardship programs and outreach.
- Produce periodic and special analytic and metric reporting as needed by the Director of Development, the Executive Director, the Treasurer, and the board of directors for planning, oversight, and management of the development effort. This includes producing reporting from Raiser’s Edge and other sources.
- Collect and provide reporting of data required for monthly financial closings and the annual audit.
- Participate in the planning and execution of upcoming events.
- Other tasks and activities as assigned by the Director of Development.

EDUCATION AND EXPERIENCE REQUIREMENTS

- 2 years of prior success in nonprofit fundraising roles of increasing complexity, with knowledge and experience in fundraising techniques.
- 2 years of knowledge and proficiency in working with Raiser’s Edge and/or Raiser’s Edge NXT along with excellent skills in Microsoft Office.
- Experience in using Donor Search
- Strong, demonstrated relationship building skills and ability to thoughtfully identify and implement effective ways to engage and strengthen funder relationships.
- Excellent oral and written skills.
- Able to work effectively in a small office environment and build strong collaborative relationships with co-workers, donors, volunteers, clients, and board members.
- Exceptional time-management, exceptional attention to detail.
- Flexibility and a sense of humor

PHYSICAL DEMANDS

To adequately perform the duties of this job the Assistant is required to be physically present in the office to interact with co-workers and others both face-to-face and through audio and visual technology. To fulfill the position, the Assistant is routinely required to sit, stand, walk, stoop, kneel, and use their hands to finger and handle controls, read, write, hear, and talk. The job will require the Assistant to sit for long periods of time and use a computer and computer keyboard. The Assistant is frequently required to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The Assistant must be able to speak, read, and write in English.

WORK ENVIRONMENT

The work environment is fast-paced and sometimes intense in an “open office environment”. The noise level is usually quiet to moderate, but will vary occasionally. The work environment will subject employees to continual interruptions and changing priorities. Effective, consistent, positive and constant communication with donors, co-workers, and others is required.

HOW TO APPLY

All qualified applicants should email jobs@monkeyhelpers.org with a resume along with a cover letter. Resumes without cover letters will not be considered.

Helping Hands is an Equal Opportunity Employer committed to building a multicultural organization. We actively seek a diverse pool of candidates.