

Ozarks Food Harvest Job Description

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| Job Title: | Development & Communication Assistant |
| Classification | Non-Exempt |
| Department: | Development & Communication |
| Reports to: | Director of Development & Communication Development & Grants Manager |

Purpose

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others – especially those who are food insecure. We believe everyone deserves enough to eat, so they can lead a full and healthy life. Each member of our team is proud of his or her work because we know collectively we are making a real impact. We are committed to embodying Ozarks Food Harvest's values and engaging in the worthwhile mission of *Transforming Hunger into Hope*.

The Development & Communication team is responsible for all fundraising and communication initiatives targeting community members, donors, agencies and volunteers. The Development & Communication Assistant provides administrative support to the Director of Development & Communication and the Development & Grants Manager. This position is responsible for a wide variety of fundraising and communication duties and requires tremendous accuracy and attention to detail. He/she will assist with donor relations and retention through the daily preparation of donor correspondence and database entry.

This position provides an individual the opportunity to join our team and experience engaging and meaningful work, while benefitting from competitive pay and full benefits. To view a behind-the-scenes video showcasing our work, visit ozarksfoodharvest.org.

Essential Job Duties & Responsibilities

- Donor database entry
 - Weekly entry and processing of online donations
 - Update and maintain accurate donor database records
 - Support donation entry staff during peak donation times
- Perform various clerical and administrative support duties
 - Prepare personalized letters to donors daily, utilizing provided outlines
 - Assist with special in-house mailings to target donor groups
 - Respond to basic donor inquiries via phone and email
- Reconcile lists of data to identify discrepancies and ensure accurate reporting
- Assist with conclusion of Capital Campaign fundraising
 - Including donation processing, pledge reminders, and reporting
- Assist with donor recognition activities
 - Help team members with appreciation events and gifts
- Monitor office stationery levels; restock and ensure timely vendor re-order points
- Participate in community engagement tabling and donation events, as needed
- Prepare for meetings, including set-up and tear down
- Maintain a level of professionalism, accuracy and confidentiality at all times

Skills & Qualifications

- Must have prior administrative office experience
 - Excellent verbal and written communication skills
 - Excellent word processing, data entry and Microsoft Excel skills
 - Strong customer service skills
- Must be detail-oriented with a strong sense of accuracy
- Must have the ability to modify Microsoft Office documents with accuracy and efficiency (Word, Excel, PowerPoint), including the ability to successfully complete mail merges
- Must be highly organized with the ability to handle multiple priorities with a positive attitude
 - Ability to be a self-starter and complete work efficiently within designated time frames
- Knowledge of basic accounting skills preferred
- Two- or four-year degree preferred
- Must pass a drug screen and background check
- Show compassion and support/appreciation for hunger issues
- Commitment to Ozarks Food Harvest's mission to *Transform Hunger into Hope*

This job description does not list all the duties of the job and is not a contract for employment. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in the job description. Ozarks Food Harvest has the right to revise this job description at any time.

To Apply

Please email a resume and cover letter to Cassie Hanson, Development & Grant Manager at chanson@ozarksfoodharvest.org. No phone calls, please.

Or mail to:

Ozarks Food Harvest
c/o Cassie Hanson
P.O. Box 5746
Springfield, MO 65801-5746