

## Ozarks Food Harvest Job Description

<b>Job Title:</b>	Development Assistant
<b>Classification</b>	Non-Exempt
<b>Department:</b>	Development & Communication
<b>Reports to:</b>	Development & Grants Manager

### **Purpose**

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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, member agencies and volunteers. The Development & Communication Assistant provides administrative support to the Development & Communication team. 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](http://ozarksfoodharvest.org).

### **Essential Job Duties & Responsibilities**

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#### **Donor Relations**

- Donor database entry
  - Entry and processing of donations
  - Update and maintain accurate donor database records
  - Prepare personalized letters to donors, utilizing provided outlines
  - Support donation entry staff during peak donation times
- Respond to donor inquiries via phone, email and letters
  - Assist donors with online gift processing
  - Create and mail tax credit forms and cover letters
- Reconcile lists of data to identify discrepancies and ensure accurate reporting
- Assist with special in-house mailings to target donor groups
- Maintain a level of professionalism, accuracy and confidentiality at all times

#### **Stewardship**

- Help team members with stewardship activities
  - Birthday cards to major donors
  - New donor welcome kits
- Monitor office stationery levels; restock and ensure timely vendor re-order points
- Prepare for meetings, including set-up and tear down
- Participate in community engagement tabling and donation events, as needed

## Skills & Qualifications

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- Must have prior administrative office experience
  - Excellent verbal and written communication skills
  - Excellent word processing, data entry and Microsoft Excel skills required
  - 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-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

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