



Position: Development Associate

Department: Development

Reports to: Director, Marketing & Development

Date last updated: November 19, 2018

Classification: Salaried, non-Exempt

Position Summary:

The Development Associate provides full administrative support for our development department, including timely processing of gifts and acknowledgements, preparing renewals, implementing donor communications, and updating program reports. Provides excellent customer service to donors across multiple channels; on the phone, in writing, and in person at donor events.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. The Powerhouse Science Center maintains the right to augment or delete duties and responsibilities as business dictates.

Essential Duties and Responsibilities:

Performs accurate and timely data entry for gifts, including annual gifts, general donations, commemorative gifts, matching gifts, and specialized membership data entry. Includes producing acknowledgements in a timely manner and preparing monthly renewal letters.

Serves as primary administrative contact for donors, including responding to emails, letters and phone calls in a timely manner. Contacts donors as needed to confirm gift details; makes cultivation calls.

Provides administrative support for donor communications: creates and segments lists in the database; prepares and tracks in-house mailings.

Submits and tracks grant.

Tracks and maintains development inventory of collateral.

Updates monthly reports including renewal fulfillment report and donor statistics report.

Performs weekly queries in the database to ensure accuracy of data entry.

Provides administrative support for Director of Marketing & Development, and for Marketing & Development committees.



Provides administrative support for new Powerhouse project, including data entry, acknowledgment, record keeping, reports, inventory tracking, and other tasks as assigned.

Provides administrative support for Director of Marketing & Development in Annual Fund and Gift Planning as needed with data entry and fulfillment.

Provides administrative support for and attends member and donor events as needed (requires some nights and weekends).

Minimum Qualifications:

Minimum four year degree or equivalent experience.

Two years of development/fund raising experience in a non-profit organization preferred.

Two years of experience working with database programs, Blackbaud Altru (preferred) or Raiser's Edge.

Work a flexible schedule, which may include evenings, weekends and holidays.

A demonstrated passion for making a difference in our community.

Strong working knowledge of Excel, Word, and Access/database management software.

Experience managing competing priorities and multiple deadlines.

Ability to work both independently and with a team.

Initiative to establish and maintain effective interpersonal relationships with Powerhouse employees, volunteers, visitors, donors, and community partners.

Well-developed organizational skills, time management skills, and attention to detail.

Good verbal and written communication skills.

Functional Work Characteristics:

Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting.

Requires routine lifting of various materials and equipment to a maximum of 50 pounds.



Requires regular standing and walking with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing.

Work Conditions:

Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.

Museum facilities may expose employee to high noise levels, temperature changes, gas and/or electrical exposure, unpredictable ventilation, dust, and physical obstacles.

Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

Background check required.

Employee must comply with all organizational policies, especially those involving the safety of fellow workers, volunteers, and customers.

Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

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