



Job Posting

Job Title:	Development Assistant		
Range Level:	Range III		
Reports to:	Resource Development Director		
Scheduled Hours	Full Time 40 hrs/wk	FLSA Status:	Non-Exempt Hourly

Kalamazoo Loaves & Fishes’ Agency Mission:

We will feed hungry people and engage the community in the fight to end hunger.

Position Summary:

The Development Assistant is primarily responsible for managing Kalamazoo Loaves & Fishes’ donor database, coordinating the gift receipting and acknowledgement process, generating reports, providing support to the Resource Development Director, and assisting with fundraising and marketing events.

Essential Functions:

- Administers and manages KLF’s Raiser’s Edge donor database
- Inputs constituent and donation information with detail and accuracy
- Generates gift receipts and acknowledgements on a timely basis
- Maintains and ensures accurate, up-to-date data
- Prepare reports and mailing lists as directed
- Maintains an efficient filing system
- Works with the finance department to reconcile data
- Assists with coordination of fundraising, marketing, volunteer events, and food drives

Principle Accountabilities:

- Ability to adhere to Kalamazoo Loaves & Fishes’ mission, vision and values
- Ability to take direction and translate into action
- Ability to consistently make decisions and take actions that reflect:
 - Ethical and respectful management of constituent information
 - Timely and accurate data input and gift acknowledgement
 - Effective and efficient use of scheduled hours
 - Exceptional customer service and a welcoming attitude
 - Ability to work with staff, volunteers, and donors of all backgrounds and abilities, and adhere to KLF’s non-discrimination policy

Job Qualifications:

- Bachelor’s Degree or relevant work experience required
- Proficiency in Blackbaud Raiser’s Edge donor management software preferred
- Knowledge of and experience with data management systems, reporting and procedures
- Proficiency in Microsoft Office required, particularly Word, Excel, PowerPoint and Outlook
- Exceptional attention to detail required
- Excellent time management skills; ability to manage workflow and prioritize workload
- Strong written and verbal communication, organizational, and planning skills
- Ability to work independently
- Some evening/weekend work hours are required
- Related duties, as assigned

Physical Requirements:

- Requires prolonged sitting at a computer terminal
- Some bending, stooping, and stretching required
- Requires occasional lifting of 5 – 10 pounds
- Eye-hand coordination and manual dexterity sufficient to operate equipment required to complete position's essential functions
- Required to frequently talk and hear
- Required to frequently stand and walk
- Ability to manage the stress associated with frequent deadlines
- Specific vision abilities required include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- Work performed primarily in a climate-controlled office setting
- Work is normally performed while seated with extended periods of time at a computer terminal
- Occasional work outdoors may be required when assisting with fundraising and marketing events

Kalamazoo Loaves & Fishes' Non-Discrimination Policy:

No person shall be excluded from KLF services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by State of Michigan or federal law or by local ordinance for those jurisdictions where KLF operates.

Equal Opportunity Employer:

KLF is committed to fair employment practices, equal employment opportunity and to promoting diversity in its broadest definition. Equal employment opportunity means compliance with state and federal regulations as well as following those practices which promote diversity and fairness of employment opportunity. Fair employment practices mean that all employees shall have access to the various aspects of employment such as hiring, promotion, compensation, and training. It is the policy of KLF that all employees and applicants for employment share fairly in these aspects of employment.

In order to apply for this position, please submit your resume and cover letter to greta@kzoolf.org.

You may also mail or drop off your resume and cover letter to:

**Kalamazoo Loaves & Fishes
901 Portage Street
Kalamazoo, MI 49001
Attn: Greta Faworski**

The deadline for resume submissions is July 31, 2017 at 5 pm. No phone calls, please.