



## **JOB DESCRIPTION**

### **Development Specialist**

**EDUCATION:** High School Diploma or equivalent required; college hours or degree strongly preferred.

**REPORTS TO:** Development Director

#### **SKILLS:**

- Efficient organizational and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate results in a sustainable fashion
- Experience and familiarity with development & fundraising processes, tools, and approaches
- Proficiency in written & verbal communications; Spanish language skills preferred
- Capacity to interact comfortably with staff, patients, community partners, and community members
- Ability to perform in a cross-functional team approach with shared job responsibilities
- Ability to prioritize work and produce timely work with attention to detail
- Understanding of the organization 's overall mission, history, culture, and objectives
- Computer literacy with related knowledge of software programs, Internet, social media, and mail
- Capacity to maintain and monitor current social media and respond to inquiries

#### **PRIMARY DUTIES:**

- Follow strategies described by the Development Director to optimize team functioning
- Provide clerical, scheduling, and administrative support to Development Director
- Facilitate communication among the Advancement & Community Relations Department's team members
- Contribute to smooth logistical operations for development tasks & activities
- Build and nurture relationships with donors by:
  - Contacting donors to thank them for their gifts
  - Setting meetings with donors to tell them about new projects or programs
  - Keep donors informed of news and events
  - Direct solicitations of gifts
- Involvement in creation and dissemination of newsletters & donor communications (print & electronic), including mailing/sending, coordination with print companies, and connecting with other WFM departments
- Participate in the dissemination of documents relevant to WFM's development work to stakeholders
- Provide assistance to Development Director in searching, documenting, scheduling, and implementing fundraising activities & opportunities
- Assist Development Director with donor data collection/entry/maintenance into donor database
- Keep relevant others informed of schedule, thereby ensuring smooth execution of work responsibilities
- Comply with all regulations related to confidentiality of donor and patient information

#### **OTHER DUTIES:**

- Other duties as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Typical workday length - 8 hours
- Indoor setting; long periods of sitting; frequent use of computer, telephone
- Continuous repetitive grasping and manipulation with both hands; occasional reaching
- Continuous conversational communication
- Occasional use of personal vehicle (expenses may be reimbursed under specific circumstances)
- Available for evening/weekend events as indicated/scheduled

08/18/2022