



<b>Job Title:</b>	Development Assistant	<b>Department:</b>	Development
<b>Location:</b>	Opportunities, Inc.	<b>Travel Required:</b>	Limited
<b>Level/Salary Range:</b>	Hourly; Based on Experience	<b>Position Type:</b>	Part or Full Time Available
<b>External Posting URL:</b>	<a href="https://www.oppinc.org/employment/">https://www.oppinc.org/employment/</a>		
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION</b></p> <p><u>Responsible for:</u> Performing a variety of tasks related to marketing, public relations, and general office duties.  <u>Responsible to:</u> Development Director</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p><u>Education:</u> High School Graduate; Two Years College Preferred  <u>Knowledge, Skills, Abilities:</u></p> <ul style="list-style-type: none"> <li>• Office: Organized, Multi-Line IP Phone System, Ability to Handle Multiple Tasks at Once</li> <li>• Computer: Microsoft Office – Excel, PowerPoint, Outlook</li> <li>• Fundraising Experience</li> <li>• Graphic Design Knowledge</li> </ul> <p><u>Certifications/License:</u> Valid Driver’s License</p> <p><b>PREFERRED SKILLS</b></p> <p><u>Experience:</u> One Year in Related Field  <u>Knowledge, Skills, Abilities:</u></p> <ul style="list-style-type: none"> <li>• Comfortable with Public Speaking</li> <li>• Marketing and Public Relations Experience</li> <li>• Computer: Adobe Suite – InDesign, Premier Pro, Illustrator, Photoshop; WordPress</li> </ul> <p><b>MAJOR RESPONSIBILITIES AND DUTIES</b></p> <ul style="list-style-type: none"> <li>• Attendance at all major events is required.</li> <li>• Assist Development Staff with all Duties Including: <ul style="list-style-type: none"> <li>○ Planning and assistance with activities and events related to public relations, marketing, and fundraising.</li> <li>○ Maintenance of records related to development activities: General files, fundraising files, correspondence</li> <li>○ Create and distribute graphic design projects and assorted publications for communication with local community, staff, and residential services, including brochures and newsletters.</li> <li>○ Application for prospective grants and other special funding.</li> <li>○ Acknowledgement of gifts and contributions, media communications, and correspondence.</li> <li>○ Coordinate information on the website and maintain mailing lists for Opportunities, Inc.</li> <li>○ Prepare: Statistical reports, correspondence, and other data, including reporting for Board of Directors, Foundation Board, Angel Guild, and fundraising activities as requested.</li> <li>○ Perform copying, typing, filing and data entry as needed.</li> </ul> </li> <li>• Participate in training, in-service, conferences, and seminars as requested.</li> <li>• Follow direction of supervisor, performing other duties as assigned.</li> </ul>			
<b>Last Updated By:</b>	Rebekah Drennon	<b>Date:</b>	June 26 <sup>th</sup> , 2020

“Opportunities, Inc. does not discriminate in employment practices or provision of services on the basis of race, color, national origin, religion, political belief, sex, marital status, age, veteran status, or disability.”