

Development Assistant

Description:

Good Shepherd Housing and Family Services (GSHFS) is a Fairfax County based nonprofit with a strong commitment to its mission of reducing homelessness, increasing community support and promoting self-sufficiency. As a product of our recent growth we are seeking to expand our Development office.

The part-time, 20-hours a week, Development Assistant provides staff support to the Director of Development in all aspects of fundraising and community relations, including database management, communications, special events, development support and special projects. This is an excellent opportunity for an organized, flexible and detail-oriented person that is interested in learning about nonprofit development activities.

Responsibilities:

- Manages agency donor database. Analyzes data; provides necessary reports; inputs data and generates thank you letters;
- Provides staff support for special fundraising, community and in-house events;
- Maintains updated department calendar of mailings, meetings, proposal and report deadlines and special events;
- Provide research, proofreading, and document production support for the preparation of foundation proposals and reports and a variety of other departmental mailings;
- Organize and maintain department supplies and files;
- Assist in organizing mailings, interactions with volunteers and other department activities, as needed.
- Assists in writing e-newsletters, articles for various publications and web content.

Qualifications:

- Excellent communication skills, including strong proofreading and editing;
- Well-organized and able to manage details efficiently;
- Ability to work effectively in a fast-paced environment with multiple priorities and frequent deadlines;
- Ability to work both independently and with supervision;
- Discretion in handling sensitive and confidential information;
- Computer proficiency, including MSOffice, Publishing Software, Outlook, and Internet tools; must have database and spreadsheet experience;
- Ability to work flexible hours, including evenings and weekends, as assigned;
- Previous administrative experience, interest in development activities, and commitment to social justice causes desirable.

To apply send a resume and cover letter to GSHFS, Attn: Ms. Karen Jupiter, P.O. Box 15096, Alexandria, VA 22309 or electronically to kjupiter@goodhousing.org.