

**Department:** Development  
**Reports to:** Director of Development

### **Position Summary**

The Development Assistant is responsible for all administrative aspects of development and public relations activities. This is a full time position and includes benefits as specified.

### **Scope and Impact**

This is one of two positions reporting to the Director of Development. The other position reporting to the Director of Development is the Development Coordinator.

The Development Assistant plays an important role by providing administrative support to the Development Office and participating in all fundraising activities including donor and public relations, direct mail appeals, and special events.

### **Principle Accountabilities**

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Coordinate meetings and appointments for Director of Development
- Assist in production and mailing of annual appeal activities.
- Track tax credit donations in the database and keep a file for each tax credit donor.
- Send appropriate documentation to process credits to donors.
- Answer donor questions regarding tax credit programs.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details associated with Board and committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Assemble media and donor kits for events and meetings.
- Other duties as assigned by the Director of Development.

### **Preparation and Knowledge**

- Associate's or bachelor's degree in a related field preferred.
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel and PowerPoint including Database management experience – (eTapestry is preferable)
- Excellent verbal and written communications skills
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills

Interested applicants should submit the following via electronic means: Letter of interest, resume and names with addresses of three professional references.

Barbara A. Peck  
Director of Development  
Academy Prep Center of St. Petersburg  
[bpeck@academyprep.org](mailto:bpeck@academyprep.org)