

JOB TITLE: Development Specialist
REPORTS TO: Director of Development
DEPT: Development

STATUS: REG/FT/Non-Exempt
SCHEDULE: 8-5, M-F; 40 hrs/week
REVISED: 5/6/2022

Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

Perform day to day activities in the donation office, including, but not limited to, assist with processing donations received, preparing mailings of receipts, social media posts, creating graphic related publications, media and press releases, website, updates, and other projects. Work closely with the development team on various development/marketing activities including donor relationships, special projects and events.

DUTIES AND RESPONSIBILITIES:

Donations/ Donor Activities

- Process and prepare donation receipts for data entry.
- Assist with processing donation acknowledgement letters and other outgoing mail.
- Assist with creating, adding, and updating information in Salesforce database system.
- Provide backup to Donation Specialist.
- Receive and make sponsor/donor related phone calls when requested.
- Maintain documentation accurately, in accordance with WSRM policy.
- Receive on the job cross-training of other various responsibilities in order to help out in times of need.

Development / Marketing / Media Activities

- Work with and support the Development Department, as directed by the Director of Development, including:
 - Direct mail activities and related vendor relationships.
 - Major gifts efforts, including related social media activities.
 - Fundraising for special projects.
 - Social Media posts, photography, and e-mail graphic messaging.
 - Press releases and creating signage, flyers, brochures, etc.
 - Other areas as assigned.
- Assist with developing relationships with potential donors as well as businesses and churches.

Additional Responsibilities

- Assist with other projects as requested.
- Track current grant applications and supply updated information as requested by Grantor.
- Assist WSRM Leadership in compiling required information for grant proposals.
- Perform research for potential funding sources, including grant monies.
- Provide information and tours to onsite visitors.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE:

- Minimum Associate's (2-year) college degree in related field required. Equivalent work experience may be considered in lieu of degree.
- 1+ years previous development/graphic design/media experience required with increasing levels of responsibility.
- 1-year database software experience (including data entry) required; Salesforce experience preferred.
- Non-profit /donor related fundraising and or event planning experience preferred.
- Microsoft Office programs (Word, Excel, PowerPoint) experience required.
- Website maintenance and Word Press experience preferred.
- Graphic software experience preferred, specifically in Adobe, Photoshop, Illustrator, InDesign.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Proficient data entry speed and accuracy, both with numbers and letters.
- Detail oriented; possess ability to accurately analyze information received.
- Must be a self-starter, able to plan and organize work independently.
- Ability to communicate professionally and effectively, both verbally and in writing.
- Proficient in Microsoft Office programs, graphic software and email.
- Ability to prioritize work, problem solve, and actively seek input when necessary.
- Strong organizational and interpersonal skills.
- Possess a teachable spirit; willing to learn new procedures and adapt quickly to procedural changes.

WORKING CONDITIONS/PHYSICAL FACTORS:

The work is typically performed in an office environment while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds, and uses equipment requiring a high degree of dexterity.

EQUIPMENT/TOOLS USED:

- Computer (Database, Excel, Word, etc.)
- Copier/Scanner/Printer
- 10 Key Calculator
- Postage Meter Equipment

Employee Signature

Date