

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

SCHEDULE: Mon.-Fri
REVISED: 05/07/2024

The 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:

The Development Specialist is a multi-functional role and a vital part of the Winston-Salem Rescue Mission's (WSRM) Development Team. This position will assist with event planning and coordination, social media and storytelling content creation, maintaining gift-in-kind and other donation records, and assisting with gift processing in our database. The Development Specialist works closely with the Director of Development and other team members to ensure the organization meets its fundraising goals and effectively communicates its mission to donors and the community.

DUTIES AND RESPONSIBILITIES (include but are not limited to carrying out or assisting with):

- Events
 - Assist with Banquet, Golf Tournament, and other events.
- Marketing
 - Direct Mail, Radio, Social Media, Email Campaigns, Newsletter activities, etc.
 - Church and Business outreach-related activities
 - Marketing Plan development
- Fundraising
 - End-of-Year and Matching campaigns
 - Wealth Engine research
- Records
 - Gift-in-kind and donation entry in our database
 - Thank you letters and acknowledgements

EDUCATION/EXPERIENCE:

- Minimum Associate's (2 year) college degree in related field. Equivalent work experience may be considered in lieu of degree.
- 3-5+ years previous development/marketing/sales experience required with increasing levels of responsibility. Non-profit /donor related experience preferred.
- Salesforce software experience preferred

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Ability to communicate professionally and effectively, both verbally and in writing
- Strong organizational and interpersonal skills; team player
- Ability to ask for financial contributions, in-kind support and services on behalf of the ministry
- Must be a self-starter, able to plan and organize work independently
- Possess strong time management and data entry skills
- Strong attention to detail; possess ability to accurately analyze information received
- Proficient in Microsoft Excel and Word, database entry, and email
- Ability to prioritize work, problem solve, and actively seek input
- Able to multi-task effectively

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Standing:	Occasionally	Lifting:	Occasionally, up to 25 lbs.
Climbing:	Occasionally	Walking:	Frequently

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. Work environment may vary based on events and will include working outdoors (occasionally) and potentially in inclement weather.

EQUIPMENT/TOOLS USED:

- Computer (SalesForce, MS Office, Google, All Microsoft Programs)
- Design Programs (Canva)
- Copier/Scanner/Printer
- Postage Meter Equipment

Employee Signature

Date