



## Position announcement: DEVELOPMENT ASSISTANT

The Seamen's Church Institute | [seamenschurch.org](http://seamenschurch.org)

Reporting to our Director of Development, the **Development Assistant** is responsible for maintaining SCI's Raiser's Edge database, conducting mailings, tracking donations, and supporting the Institute's headquarters team.

### Duties and responsibilities:

- Maintains the Raiser's Edge donor database to ensure accuracy and integrity of records, reports, and queries
- Receives, batches, tracks and acknowledges all charitable donations in a timely manner
- Identifies and creates donor profiles for projects such as special events, annual fund drive, major gifts and campaigns
- Researches new companies and contacts, updates existing donor records, and provides insight and relevant information on the database
- Updates contact information for corporate records; ensures records are updated and available as mailing lists on an ongoing and as-needed basis
- Creates queries and exports targeted mailing lists for direct mail, newsletters, email blasts, and other communications
- Analyzes direct mail responses and creates reports on donor trends
- Responds to donor inquiries regarding contributions and giving history
- Provides administrative support including answering phones and directing calls
- Prepares materials for Board of Trustee meetings and coordinates board attendance to committee and trustee meetings
- Updates and maintains trustee records

### Qualifications:

- Excellent analytical and oral/ written communications skills
- Proficiency with Raiser's Edge and Microsoft Office Suite
- Ability to manage confidential information, multiple priorities, and competing deadlines
- Demonstrated attention to detail
- Bachelor's degree and 1+ year of nonprofit organization experience, or an equivalent combination of education and experience

Salary is competitive and commensurate with experience. Benefits include medical/dental insurance, matching 403(b) plan and 30 days of paid time off per year.

Interested candidates should email a resume and links to an e-portfolio with relevant content to:

**[humanresources@seamenschurch.org](mailto:humanresources@seamenschurch.org)**