

JOB VACANCY

Position: DEVELOPMENT ASSISTANT
Location: 227 E WASHINGTON BLVD; FORT WAYNE
Hours: 7:30 A.M. - 5:30 P.M., MONDAY – THURSDAY
7:30 A.M. – 11:30 A.M. FRIDAY (Additional hours as required)

Starting Salary Range: \$14.00 – \$16.00 PER HOUR

JOB SUMMARY

The Development Assistant is responsible for daily tasks associated with the Development Department including organizing paper and computer files, database management, website management, event support, correspondence, tracking, and other functions as directed by the Development Manager.

JOB DUTIES

1. Maintain the donor database including updating donor and constituent records and providing reports as needed.
 2. Coordinate cash and in-kind donation appeals, enter gifts in database, and produce thank you letters.
 3. Assist with Brightpoint events: process registrations, track attendance, enter donations, and produce thank you letters.
 4. Coordinate and track outreach events.
 5. Assist with communication internally and externally including press releases, newsletters, email, employee communication board, website, and social media.
 6. Serve as the primary website administrator updating and adding content as needed.
 7. Implement Brightpoint Values at all times.
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SKILLS AND QUALIFICATIONS

1. Associates degree in related field or at least 2 years' experience in a similar position.
 2. Excellent computer skills especially with database management (experience with Bloomerang a plus) and website management and proficiency in Microsoft Office.
 3. Detail-oriented and possess excellent writing and grammar skills.
 4. Ability to work under pressure, set priorities, and meet deadlines.
 5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 09/10/20 TO until filled
TENTATIVE DATES FOR EXTERNAL POSTING: 09/10/20 TO until filled
APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org