



Position Title	Development Assistant
FLSA Status	Non-Exempt
Reports To	Development Manager
Compensation	Hourly, Part-Time (Average 20 hours/week)

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The Development Assistant position requires a highly organized individual with exceptional communication skills, as they will be the point person for communicating with donors and volunteers in the office, supporting the development team, and maintaining donor records.

Administrative:

- Provide primary receptionist duties; answer and patch phone calls to employees
- Collect and deliver mail and packages
- Help coordinate Board and employee events

Development:

- Regularly update Neon database with names and contact information
- Input In-Kind donations in Quickbooks and Neon
- Generate thank-you letters for donors
- Manage donor communications
- Serve as support role for Development team
- Print and Mail Donation Acknowledgement Letters
- Manage HG merchandise
- Oversee annual mailing campaigns, such as Annual Appeal and Annual Report
- Provide logistical support for fundraising events

Key Interfaces:

- Development Manager (supervisor)
- Director of Philanthropy
- Executive Director
- Operations and Learning Manager
- Volunteers
- Private donors and foundations
- Program Directors
- Local Business Partners

Position Scope:

Number of Employees Supervised: 0
Number of Volunteers Supervised: Directly: 5-10 Indirectly: Hundreds
Annual Budget Accountability: ~\$10,000
Geographic Information: Sun Valley, Idaho

Physical Requirements:

HGOM role may require:

- Travel to represent the organization at meetings, fundraisers, and special events related to the mission of the organization
- Regular interaction with donors, partners, and participants
- Occasional lifting of equipment and gear up to 50 pounds
- Being flexible and adaptable in successfully managing the organization's office environment

The above statements are intended to describe the general nature of work performed by the employee in this job. Specific duties and responsibilities may vary by position.