

District Auxiliary Services Foundation

Development Assistant

The Napa Valley College District Auxiliary Services Foundation is seeking a dedicated and socially conscious individual to join our development team as a Development Assistant. In this role, you'll play a crucial part in creating and implementing strategies that drive sustainability and organizational growth.

The Development Assistant will be responsible for a diverse range of administrative, executive support, and development-related tasks. You'll need to work independently, demonstrating strong organizational skills, flexibility, and an aptitude for handling the administrative challenges of a growing non-profit organization. You will report to the Resource Development Manager.

Your duties will include preparing progress reports, engaging with potential donors, managing mailing lists, assisting with event planning, supporting NVC-related programs, driving community engagement initiatives, ensuring timely acknowledgment of contributions, tracking revenue and expenditure, drafting outreach strategies. Additionally, you'll support and implement auxiliary programs' digital and print marketing campaigns, including signage programs, flyers, social media posts, web pages, email blasts, newsletters, event programs, and donor portal pages.

Key Responsibilities:

- Prepare progress reports and assist with tracking contributions
- Engage with potential donors and ensure timely acknowledgment of contributions
- Assist with event planning and NVC-related programs
- Drive community engagement initiatives and draft outreach strategies
- Support and implement digital and print marketing campaigns
- Manage mailing lists and assemble media kits
- Perform data entry, gift processing, and donor acknowledgments using Salesforce, Click & Pledge, and Mailchimp
- Communicate with donors to address inquiries or provide information about the organization

Minimum Requirements:

- Strong administrative skills and attention to detail
- Customer service-oriented mindset
- Proficiency in data entry and database management, with a minimum of one year of experience
- Familiarity with Salesforce or similar relational databases
- Knowledge of nonprofit organizations and practices
- Excellent written and verbal communication skills
- Ability to work independently and prioritize tasks effectively
- High ethical standards, discretion, and confidentiality in handling donor information
- Demonstrates ability to exercise sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students, faculty, and staff.

Preferred Experience, Skills, and Abilities:

- Ability to develop, document, and implement new processes
- Experience with Salesforce software or other relational database
- Proficient in Adobe suite, Office 365,

Measures of Success:

- Thorough follow-through and completion of tasks/projects assigned
- Effective teamwork and collaboration with team members and stakeholders
- High standard of customer service to donors, customers, and stakeholders

Join us in our mission to advance Napa Valley College and support our students' educational endeavors. If you are enthusiastic about nonprofit development and data management, we encourage you to apply for this dynamic role.

Please note that this job description is not exhaustive and may be adjusted to meet the evolving needs of our organization.

Salary \$20 per hour to start. 20 to 40 hours per week, occasional weekend, and evening shifts.

Please submit the completed DAS employment application form, your resume, and any inquiries to The District Auxiliary Services Foundation at:

enterprise.services@napavalley.edu