



POSITION: *Temporary Development Associate*

DEPARTMENT: *Development*

FLSA: *Non-Exempt*

REPORTS TO: *Grant Manager*

UPDATED: *10/18/2024*

About SOA

Are you looking for a great opportunity at a casual, fun organization committed to serving older adults in the community? Serving Older Adults of Southeast Wisconsin, Inc. (SOA) envisions a community where every adult aged 50 and better is connected to the resources they need and the opportunities that interest them throughout the aging process. SOA manages five Senior Centers in Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch five days a week. We also recently launched an innovative program, Tech Connect for Older Adults, to better serve our participants' technology needs. To learn more about SOA, please visit our website at www.servingolderadults.org and check out our Facebook page.

Position Description

Job Title: Temporary Development Associate

Hours: Part-time, 20 hours per week

Position Summary:

SOA is seeking a responsible, organized, detail-oriented, and confident individual to support fundraising efforts for the organization.

Job Requirements/Skills

- Experience with Microsoft Word and Excel
- Superior attention to detail and strong organizational skills
- Proven writing, analytical, communication, and interpersonal skills
- Self-starter with the ability to manage multiple tasks simultaneously; teamwork-oriented
- Strong interest in fundraising

Essential Job Functions

- Responsible for adding all donations into the donor database
- Manage the Donorsnap database, ensuring accuracy and data integrity
- Assist with reviewing and logging mail, scanning checks, and producing acknowledgment letters

- Generate gift reports, funding reports, and troubleshoot database issues
- Perform basic administrative duties, such as filing, data entry, and maintaining filing systems
- Provide support to the Director of Development in all fundraising efforts

This list of duties and responsibilities is not exhaustive and may include other tasks as deemed necessary by management.

Education/Experience

- Minimum of two years of experience in non-profit development, data integrity, and customized reporting
- High School Diploma or GED

In evaluating candidates for this position, SOA may consider a combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the essential duties of the position.

Additional Requirements

- Valid driver's license and access to a vehicle with adequate vehicle insurance

Physical Demands

While performing the essential functions of this job, the employee is frequently required to sit, talk, or listen. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.