



JOB DESCRIPTION

TITLE:	Development Associate
PROGRAM / DEPT:	Development (Fundraising)
REPORTS TO:	Development Director, Charles LaFond
LOCATION:	Remote, hybrid, or ISR Bayview, Whidbey Island WA
FLSA STATUS:	Non-exempt
SCHEDULE:	Monday through Friday, 40 hours per week
WAGE:	\$23.35-\$28.42 per hour, DOE
BENEFITS:	Twelve Paid Holidays Vacation and Sick Leave Life Insurance Health Insurance (employer subsidized) Employee Assistance Program Employee Paid Dental, Vision, and Supplemental Options Available
TO APPLY:	The application can be found on our employment page: https://senior-resources.org/employment/ Send a cover letter, resume, the qualifications checklist, and the completed application, in a single PDF to: susan@islandseniorservices.org . Indicate, in your cover letter, your experience with Little Green Light software.
DEADLINE:	Open until filled.

For questions regarding the position contact Charles LaFond, Development Director at 360-210-3011 or email at charles@islandseniorservices.org. To read his books on fundraising go to Amazon.com.

POSITION SUMMARY: Island Senior Resources is looking for a full-time Development Associate to provide administrative support to a small development office. This person will work primarily with Little Green Light software donor management system for data entry, donor “thank you” letters, to generate lists and letters for direct mail campaigns, to generate needed reports. In addition, the Development Associate will provide donor research and other duties within the development office including special event support, donor engagement and purchasing. While full-time (40 hours/week), this position offers schedule flexibility, may be done at your home with all equipment provided, and has potential for growth and opportunity in the field of Financial Development (fundraising). The successful candidate will have some familiarity with Little Green Light software, a sense of humor, a track record of resiliency, and a deep commitment to human dignity for seniors, adults with disabilities and caregivers.

ESSENTIAL JOB FUNCTIONS:

Specific responsibilities include:

- Use Little Green Light donor software for data entry, data sorting, thank you letters to donors, and generating templated reports. Online video class training in the use of the software begins on Day One and is the early phase of the position.
- Enter data of donors' information (profile and gifts as they arrive) and generate immediate thank you letters from provided templates.
- Generate reports using existing templates by mining data in Little Green Light software.
- Partner with Development Director to reach/exceed annual giving campaign goals.
- Research and maintain files on major donors and major donor prospects.
- Manage and ensure accuracy of all aspects of gift, pledge, event, and gift-in-kind data entry, recognition and records management and report generation.
- Maintain extensive research database with accuracy and consistency, using White Pages, Island County Assessor records, Island County Coroner records, South Whidbey Record, America's Obituaries and Death Notices Index, and other internet sources.
- Maintain statistical tracking mechanisms to measure achievement of development goals, including semi-monthly Development Reports and annual Development Strategic Plan support.
- Analyze capabilities of Little Green Light donor software and improve the use of the systems and reports where appropriate.
- Participate in committee and staff meetings as needed.

QUALIFICATIONS:

- Two years of data entry or fundraising experience.
- Experience with, or a willingness to learn and use, Little Green Light software.
- Demonstrated experience tracking and reporting time worked.
- An interest in the mission of Island Senior Resources, serving aging seniors, adults and caregivers.
- Intermediate proficiency in Excel and mail-merge letter generation.
- Familiarity with Microsoft Office products and Teams or comparable.
- Experience with computerized data input and management.
- Proven ability to work alone effectively, achieving stated goals. Willingness to work alone and with flexible, tracked hours set by you and with the Development Director.
- Knowledge of how to use standard office equipment: printer, copier, scanner and fax.
- Ability to work from your home office, if needed. (The associate's home office supplies, some furniture, and equipment will be supplied by Island Senior Resources).

Knowledge, Skills, and Abilities

- Self-motivated, disciplined, and goal oriented.
- Highly organized with a proven ability to meet deadlines.
- Excellent time management skills.
- A willingness to laugh and occasionally have fun.

- Demonstrated ability to develop and maintain effective working relationships, working effectively with a variety of different types of individuals and personalities.
- Willingness to spend time alone and meet data entry/management goals by deadline.
- Ability to learn and adapt to organizational policies and procedures.
- Accurately follows instructions both verbal and written.

Special Requirements

- Must have and maintain a valid Washington State Driver's License with acceptable driving record.
- Ability to successfully pass a background check.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- **Office Location** - The Development Associate has the option to work on site at ISR or in their home office with all necessary equipment and supplies provided by Island Senior Resources. When working from home, appropriate privacy and internet access standards must be met.
- **Personal Vehicle** - The work requires access to a personal vehicle for occasional travel within and outside of south Whidbey for meetings or post-office deliveries of direct mail. Any work travel will be reimbursed according to policy.
- **Flexible Schedule** - The work schedule may flux to accommodate activities, attend special meetings, or attend other events.
- **Mobility** - Sufficient mobility is required to support event set up and to use standard office equipment such as computers, copier, and postage machine. Lifting a minimum of 30 pounds may be required.
- **Communication** - The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

DEVELOPMENT ASSOCIATE

QUALIFICATIONS CHECKLIST

Include this checklist with your application.

	Yes	No
1. I have a willingness to learn and then work in Little Green Light fundraising software		
2. I have experience working alone and from home, and am self-disciplined		
3. I have other combinations of education and experience relevant to this position		
4. I have intermediate level proficiency in Excel		
5. I have experience with computerized systems and office management		
6. I am willing to learn from a seasoned expert in fundraising.		
7. I desire a career in fundraising.		
8. I am able to successfully pass a background check		
9. I have a valid WA State Driver's License and have a reliable vehicle.		



Island Senior Resources (ISR) is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA since 1972. For more information about our programs and services visit: www.senior-resources.org.

Senior Thrift is owned and operated by ISR. Located in Freeland, Washington, we offer new and lightly used clothing, furniture, household goods, outdoor items, tools, crafts, books, jewelry, electronics, and children's items. We provide a sustainable recycling service to the community for these items and offer low-cost merchandise to islanders and visitors alike. Proceeds benefit programs and services provided by ISR.

Our Mission

Island Senior Resources seeks to share the joys and help meet the challenges of aging in our Island County communities by providing integrated programs and services.

Our Vision

We envision an interwoven community in which aging adults and those who care for them are supported to live with dignity.

Our Staff: We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected and a desire to learn and improve is encouraged. Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.

"I believe in the value of Island Senior Resources; that's why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference. It's more than a job; I'm doing what I believe in."

– Long-time staff member

Equal Opportunity Statement: Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We actively seek those with diverse backgrounds and lived experiences who might broaden/deepen our organization's range of perspectives to represent better the communities we serve.

Island Senior Resources

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360-321-1600

reception@islandseniorservices.org

www.senior-resources.org