

Job Title: Development Assistant

Organization: Bynum School

Location: Midland, TX

Closing Date: Until Filled

Job Description:

To assist the Director of Development in operating the Development Office and to manage donor database

Education:

College preferred

Experience:

Data entry -Prior work in the development office of a nonprofit organization.

Creating and managing databases

Requirements: Communicate effectively orally and in writing

Clear background check

Ability to multi-task Efficient and effective organizational skills

Function as a team member

Computer competencies including Word, Excel, DonorPerfect, Adobe, Databases

Comply with ethical standards of nonprofit development

Number of Days: According to school calendar

Major Responsibilities:

1. Assist the Director of Development in fulfilling responsibilities that are assigned to the Development Office.
2. Attend fundraising events.
3. Participate in community activities to promote Bynum School.
4. Manage volunteers.
5. Other duties as assigned.

Bookkeeping: 1. Provide administrative support to the Development Department. 2. Prepare and maintain spreadsheets/reports for events, projects and program finances (income, expenses, sponsors, raffles, auction, etc.). 3. Report development office financials to the Director of Accounting and Finance. 4. Assist with annual audit preparation. 5. Manage donor database (input of donations, reports, updates). 6. Process receipts and payments received through PayPal, Venmo, and other electronic payment services. 7. Prepare reports as requested. 8. Ensure data accuracy and confidentiality.

Fundraising: 1. Assist in the planning and execution of fundraising events and campaigns. 2. Assist in the distribution of fundraising materials 3. Attend fundraising events. 4. Assist in the preparation of receipts/thank you letters to donors and sponsors in compliance with IRS charitable contribution rules.

Volunteers: 1. Match volunteers with opportunities 2. Thank volunteers

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive description of all work requirements and responsibilities. The minimum level of education noted as a requirement could be supplemented by commensurate experience and/or certifications as determined by the hiring manager.

How To Apply:

Apply online at <https://www.bynumschool.org/career-opportunities>