

INDIANA BAR FOUNDATION

Job Description

JOB TITLE: Development & Communications Specialist

DATE: August 26, 2021

REPORTS TO: Director of Development & Communications

Position Description

The Development & Communications Specialist is a full-time position responsible primarily for supporting the Development and Communications Department. The Development & Communications Specialist will be the lead on Salesforce implementation including but not limited to general CRM operations. The day-to-day activities include managing the donor database, developing, and executing a gift processing system, creating reports, and providing administrative support. A high level of professionalism, flexibility, organization skills, and attention to detail is required. This position reports directly to the Director of Development & Communications and to the Chief Administrative Officer for office management duties (including President & CEO calendar). This is a 40-hour per week position and occasionally requires some evening or weekend hours.

Major Functions and Accountabilities

- Take the lead in implementing Salesforce, maintain and import ongoing new information in the database – all information is expected to be accurate and up to date
- Develop, in partnership with Director of Development & Communications and Chief Administrative Officer, a weekly gift processing system, including recording, and responding to donations. Donations can be in the form of checks, online donations, credit cards, all of which must be recorded in Salesforce.
- Be prepared to give accurate, up to date reports and information as needed
- Handle sensitive information in a confidential manner
- Organize and coordinate events for the Development and Communications department such as fundraisers, cultivation events, board events and Foundation Annual Meeting
- Maintain grant calendar, update grant applications, and send grant reports to funders
- Assist Marketing & Communications Manager with the execution of website content, newsletter, social media, internal communication, and other initiatives and goals
- Schedule donor appointments and collaborate with Chief Administrative Officer on the President & CEO's calendar and office management duties
- Respond professionally and promptly (within 48 hours) to all phone, e-mail, and web inquiries
- Manage list segmentation for direct mail, coordinate mass mailings, and be primary contact for direct mail vendor(s)
- Maintain Development and Communications Department and Board Relations Team files
- Provide administrative support by scheduling meetings, taking minutes, and follow ups for several committees, including the Development and Communications Committee, Nominating Committee, and Diversity and Strategic Planning Committee
- Open mail, distribute, and process accordingly

- Manage basic office organization, including inventory and office supplies
- Provide administrative support for Foundation's Internship program
- Compile information for the Annual Report
- Order development awards and gifts
- Manage multiple priorities at once
- Other duties as assigned

Experience, Abilities, and Qualifications

- A minimum of 2 years development and/or administrative related experience required
- Bachelor's Degree preferred
- Donor management software experience (Salesforce preferred)
- Ability to work collaboratively and professionally with staff, board members, committee members, volunteers, and donors
- Excellent communication skills (both verbal and written)
- Ability to accomplish projects independently and within a team
- Proficient computer skills: Microsoft Office, Zoom
- Exceptional time management skills, multi-tasking abilities, team player
- Excellent interpersonal skills with a high level of professionalism

Work conditions

Physical requirements are those present in normal office environment conditions. Employee is required to sit at a desk and work at a computer for long periods of time. Additionally, the job may require being out of the office for meetings. Work schedule is flexible with a 40-hour work week.