



Development Administrator

The primary responsibility of the Development Administrator is to manage logistical and administrative functions within the Development department. The Development Administrator reports to the Chief Development Officer (CDO) and is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies & Procedures Manual. Specific duties include the following:

- Support the Development department through data management and effective coordination of processes across multiple databases and software platforms.
- Evaluate project procedures and system processes to identify opportunities for continuous improvement in efficiency, effectiveness, and system integration. Assess and recommend other technology-based solutions to leadership for consideration.
- Gather and input data, run queries, analyze and interpret reports, and provide requested information to the Donor Relations Manager and/or CDO.
- Work with Finance & Administration staff to ensure the integrity of data entries and effectiveness of reports relevant to the Development department.
- Obtain relevant reports and lists from Salesforce, Click & Pledge, and OneCause to support a variety of development-related functions.
- Manage Mailchimp to sync various mailing lists from Salesforce and ensure appropriate streams of communications are carried out.
- Maintain the established system for tracking volunteer activities in Salesforce and may assist the Donor Relations Manager with volunteer coordination related tasks as needed.
- Oversee and coordinate logistics and organizational management of annual online auction including setting up the auction platform, creating item descriptions and coordinating photos, arranging to receive donated items, organizing and tracking items throughout the process, working with vendors to ensure systems are streamlined and effective, and follow through with post-event activities such as donor acknowledgement letters and auction item pick up.
- Serve as primary Liaison with OneCause for configuring and optimizing the system and troubleshooting any potential challenges related to the event auction.
- Follow up with donors as requested to gather needed details, confirm logistical information, provide friendly reminders, or answer general questions.
- Coordinate and carry out a variety of logistical tasks for events including correspondence, RSVP's, seating, supplies, nametags, and other printed materials.
- Collaborate with the Development team on all event day activities, including set-up and tear-down.
- Work with the CDO and CFO on fund reporting and reconciliations.
- Collaborate with the Donor Relations Manager to write and send tailored thank you letters, donor acknowledgements, and other correspondence.
- Completes special projects as needed to support the efforts of the Development department.

Status: Exempt from Overtime

Minimum Qualifications:

This position requires a bachelor's degree or equivalent and at least three (3) years of related experience. Incumbent must possess the appropriate level of computer knowledge and/or have the willingness and ability to learn the necessary skills to successfully carry out the responsibilities of the position. Experience working Salesforce, OneCause, or other Fundraising software is preferred.

Physical Demands of the Job:

The job of Development Administrator requires manual dexterity and the ability to: see, hear, speak, sit comfortably at a desk, walk, stand, balance, and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.