

## Development Assistant – Job Description

### ABOUT THE ARC OF KING COUNTY

The Arc of King County works with people with all forms of intellectual and developmental disabilities (I/DD) throughout their lives. Developmental disabilities are conditions that occur before age 18 and are expected to last for life. They include autism, Down syndrome, cerebral palsy, and cognitive disabilities. The Arc provides support, connection, training, advocacy and opportunity for parents of a newly diagnosed child, for families navigating the school years and the transition into employment, for adults who choose to live independently, and for older parents concerned about providing support and care for their adult children. Because of this breadth of service, The Arc is the “go-to” agency in the developmental disability community.

### JOB SUMMARY

The Development Assistant is a half-time (20 hours) support position in the Fund Development department with the possibility of expanding the position early next year. The Development Assistant:

1. Plays a major role in The Arc’s fundraising and community events
2. Contributes to marketing collateral development and digital and social media
3. Distributes The Arc of King County’s communication and PR materials (e-news, evites, appeals, press releases)

### ORGANIZATIONAL REPORTING RELATIONSHIPS

**Department:** Fund Development

**Supervisor:** Executive Director

**Other key relationships:** Marketing & Events Coordinator (M&EC), Database & Technical Assistant, Finance Director, Director of Advocacy and Outreach, Program Managers

### CONTEXT

The Development team has a vital role in ensuring that 1) services are, in part, paid for through grants, private donations, events, sponsorship and company matching, and 2) our local community is aware of the services The Arc provides and that we reach those that need our services.

The Development team’s primary customers are 1) The Arc’s existing and prospective supporters, and 2) The Arc’s programs and services staff.

This would be a good position for someone who is energetic, has good written and verbal communication skills, is by nature focused on serving their ‘customers’, enjoys organizing events and parties, is concerned about social justice as it relates to individuals with disabilities, and wants to continue their professional development in a stimulating and supportive environment.

### SUMMARY OF RESPONSIBILITIES

The main responsibilities of the Development Assistant are:

- 50% Take a major role in event planning, implementation, and post-event processing
- 25% Assist the M&EC in writing and producing marketing, membership, fundraising and PR materials.
- 25% Assist the M&EC in creating, disseminating and monitoring all digital and social media.

## **ESSENTIAL FUNCTIONS**

- Take the Lead on online registration, updating guest lists and the database; assist with producing promotional materials for events
- Assist the M&EC in producing pre- and post-event and campaign reports
- With the M&EC, construct the monthly e-news and send to selected audiences via the database
- Ensure timely updates to the website as requested by agency staff
- Help coordinate social media posting, listening and monitoring
- Assist in tracking analytics for all digital and social media and subsequent optimizing
- With the M&EC, update, analyze and segment the database for tailored communication and development
- Assist with assembling and disseminating membership, conference, sponsorship and media kits
- Assist in distributing press releases and other information to media contacts; help direct media enquiries to appropriate agency staff
- Participate in department and agency meetings, and trainings, as necessary
- Be a motivated and supportive member of The Arc staff in working to fulfill the organization's mission and vision; be an example of The Arc's values in action
- Other projects or duties as assigned by the Executive Director or M&EC

The duties listed above are intended only as illustrations of the various types of work that may be performed at one time or another. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **QUALIFICATIONS**

### **Education**

- Associate's or Bachelor's degree in a related field or applicable experience

### **Minimum qualifications**

- 1-2 years' experience in an administrative position, preferably in a non-profit development office
- Significant involvement in 1-2 major fundraising events
- Some experience producing e-communication using Vertical Response or similar platform
- Ability to write and edit short articles and simple marketing materials
- Ability to edit content on a standard web development platform; familiarity with HTML
- Some experience contributing to and monitoring social media
- Experience using Microsoft Office
- Good oral and written interpersonal communication and customer service skills
- Strong organizational skills, attention to detail and follow-through, and the ability to handle multiple projects simultaneously.
- Ability to work independently in a self-directed manner, takes initiative, and prioritizes with little supervision, and is also able to work as part of a team
- Ability to work with diverse groups of people and strives for inclusion

**OR** any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

### **Desirable**

- Knowledge of the challenges facing individuals with intellectual and developmental disabilities and their families

- Database experience that includes entering and editing information, and producing mailing selections and reports
- Salesforce database experience

#### **PHYSICAL AND OTHER REQUIREMENTS**

- Ability to maintain prolonged attention and typing in an open plan (and sometimes distracting) office environment
- Strength sufficient to carry boxes of materials and display boards to external locations
- Ability to occasionally work flexible hours, or travel

#### **HOURS/SALARY/BENEFITS**

This is a part-time (20 hours), hourly position with some benefits. The pay rate is \$12.50.

#### **HOW TO APPLY**

- Please email your resume and letter of interest to Adrienne Oglesby at [aoglesby@arcofkingcounty.org](mailto:aoglesby@arcofkingcounty.org), with "Development Assistant" in the subject line. An Employment Application Form (required for short-listed candidates) can be downloaded at our website, should you wish to submit it at this stage.
- The letter of interest should demonstrate how your experience and background relate to the responsibilities and qualifications.

The closing date is August 27, 2012. Applications received by August 15<sup>th</sup> will be given priority.

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**Date Reviewed:** July 30, 2012

#### **APPROVAL:**

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Executive Director