

Position Available: **Development Assistant (Full-time)**

The Hochstein School seeks an enthusiastic and detail-oriented Development Assistant to assist the School’s Director of Development & Community Engagement with various systems and functions related to fundraising and friend-raising in support of the School’s mission and programs.

Major responsibilities include:

* Record gifts, submit deposits, and produce acknowledgements to donors
* Manage and maintain donor/friend/alumni databases
* Assist in implementation of multiple fundraising campaigns
* Provide organizational and logistical support for special events
* Produce regular reports to the School’s President, Director of Development & Business Office
* Track, acknowledge, and report Gifts in Kind
* Send pledge reminders
* Work with other staff on list development, reports, and gift reconciliation
* Other duties as assigned by the Director of Development and/or the President/Executive Director

Schedule: Generally Monday-Friday during business hours (9am-5pm), with one hour unpaid lunch. From time to time, schedule may be adjusted to assist with special events that occur on weekday evenings or weekends.

Qualifications:

* Bachelor’s degree with at least 1 year of administrative/professional experience required (college internships and participation in programs like AmeriCorps VISTA may be counted)
* Flexibility, persistence, attention to detail, and high degree of accuracy
* Strong computer skills in databases, Microsoft Office Suite, and high proficiency in Excel
* Demonstrated ability to work at a fast pace and manage multiple projects concurrently
* Outstanding oral and written communication skills
* Excellent customer service skills and attitude; friendly, accessible temperament and sense of humor
* Problem-solving, innovation, efficiency; knowledge of work flow systems a plus
* Ability to handle sensitive and confidential information appropriately

Compensation: $14-16/hr. based on experience (35 hours/week); health insurance and other benefits.

Position available immediately.

To apply: please submit letter of interest, résumé, and contact information for 3 current references to:

 Cynthia Pacia, Director of Development & Community Engagement

 The Hochstein School

 50 N. Plymouth Ave., Rochester, NY 14614

 Or via email to: Cynthia.Pacia@hochstein.org July 2019