

**American Radio Relay League Inc.  
Development Associate**

Department:	Development	Grade:	7
Reports To:	Development Operations Manager	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Starting Pay Rate:	\$22.50 - \$24.00		

**Role:**

This position will be responsible for providing all aspects for the fund-raising programs for the development office. Duties will include project management, administrative support and customer service duties related to the fund-raising activities of the League.

**Essential Functions & Responsibilities:**

Perform duties in support of development and fundraising programs.  
Manage data entry of contributions, donor information and donor acknowledgement letters.  
Develop and produce campaign and donor reports.  
Manage donor benefit programs.  
Maintain complete and accurate donor files.  
Manage fund raising campaign production.  
Perform written and verbal communications.  
Assist with telephone and email coverage.  
Highest level of confidentiality, discretion and accuracy required at all times.  
Perform other tasks as specified by supervisor.

**Performance Measurements:**

1. Contribute to creating positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
2. Exhibit excellent computer skills, including proficiency with donor database software and Microsoft Office, particularly Word and Excel.
3. Effective verbal and written communication skills.
4. Exhibit excellent customer service at all times.
5. Ability to work both independently and in a team environment.
6. Maintain a high degree of accuracy and organizational skills.
7. Must possess the ability to prioritize projects and meet deadlines.

**Knowledge and Skills:**

Experience One year to three years of similar or related experience.

Education A two-year college degree or four to six years of job specific skills acquired through on-the-job experience.

**Interpersonal Skills** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills**

- \* Excellent computer skills, including proficiency with donor database software and Microsoft Office, including Microsoft Word and Excel.
- \* Excellent verbal and written communication skills.
- \* Customer service and general office experience required.
- \* Ability to work both independently and in a team environment.
- \* High degree of accuracy and organizational skills required.
- \* Must possess the ability to prioritize projects and meet deadlines.
- \* Two to three years fund raising experience preferred.

**Physical Requirements** Must be able to sit for extended periods of time and lift up to 25 pounds.

**Work Environment** On site office environment in Newington, CT.