



DEVELOPMENT AND MARKETING ASSISTANT

Job Description

Purpose:

Responsible for the support and execution of the activities associated with the TCAA Development Department including all gift processing, donor data management and recognition, social media management and website support. We are seeking a candidate that is a polished professional offering a minimum of one year of successful experience in fundraising and event planning.

Who are you?

You have a strong belief in TCAA's mission, excellent communication and organizational skills, and are a self-starter with an entrepreneurial spirit that can adapt to new situations. You demonstrate a professional manner in dealing with a variety of stakeholders, including board members and donors. You are eager to learn as part of a small, encouraging, and talented team, supporting and advancing the work of TCAA. Under the direction of and in partnership with the Director of Philanthropy, this position is accountable to the following essential duties and responsibilities:

Development Support

Provides critical fundraising support to maximize fundraising revenue and reach annual giving development goals
Assists with execution of the fundraising plan including management of agency contact list and donor database
Create mailing lists and reports for all donor appeals, invitation lists, and other mailings
Maintains donor files and donor database including all daily gift processing, timely acknowledgement letters, and donor reporting
Communicates routinely with donors via telephone or in person
Assists with Department-related mailings and other departmental tasks as needed
Interfaces with key stakeholders internally and externally to ensure mission impact
Has regular interaction with agency and event volunteers and works closely with the Volunteer and Community Engagement Supervisor

Marketing Support

Assist in implementing TCAA's marketing/social media strategies to achieve brand awareness and engagement goals; including monitoring and reporting on performance
Support the day-to-day management of the TCAA's website and social media channels, including Facebook, LinkedIn, Instagram, and other relevant platforms; develop and maintain calendar; plan content and delivery
Assist in developing and curating engaging content and copy for social media platforms
Prepare graphic designs on Canva and/or other graphic applications as appropriate to the requirements of the position
Conduct research and assist in developing content
Edit and send out monthly staff internal newsletter
Support the planning, implementing, and monitoring of fundraising campaigns
Assist with the production of marketing materials and collateral
Write and edit content for different platforms such as social media and website

**Event Support**

Maintains master events calendar and assists with scheduling events
Assists with sites, layout, and vendors from beginning to post-event
Works with event teams to ensure accurate management of guest lists, RSVPs, and acknowledgements
Works closely with the Volunteer and Community Engagement Supervisor to identify volunteer needs as they relate to special event coordination
Participates in TCAA community tabling events to assist in outreach and marketing efforts as they relate to TCAA services, volunteer recruitment and upcoming special events
Performs other duties and responsibilities as required

Minimum Qualifications:

Our ideal candidate is solution-oriented, creative, customer-focused, adept at managing multiple priorities and has the ability to provide excellent internal and external customer service on a consistent basis.

Knowledge/Experience:

Minimum one year experience in fundraising, development, event management
Demonstrated social media expertise/knowledge; strong interest in technology
Experience with donor management software programs
Highly proficient in Excel, Word, Share Point, various email software, and database software.
Superior organizational and planning skills
Outstanding written and interpersonal communication skills
Ability to multi-task and prioritize duties, take initiative and problem solve while meeting deadlines
Able to work a flexible schedule to attend all events and pre-meetings including infrequent but possible evenings and weekends
Comfortable making requests and speaking in front of small groups
Ability to communicate effectively in writing and verbally
Ability to work with and manage multiple vendors
Excellent interpersonal communication and relationship-building skills.

Education:

Associate's degree required, Bachelor's degree preferred in non-profit management, fundraising, communications, or a related field.

License/Certifications:

Possess Arizona driver's license, insurance, and a vehicle to use in performance of job.

Additional Requirement:

Level One Fingerprint clearance card or the ability to obtain one

Status:

Full-time/Non-Exempt, 40 hours/week.

Hours:

Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes.

Compensation: \$17 to \$20 per hour depending on experience**Benefits:**

TCAA is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, Employee Assistance Program, life insurance, disability benefits, health savings account, and retirement. Additionally, TCAA pays 100% of the employee premium for the medical insurance plans.

TCAA is an Equal Opportunity Employer