

MARINERS INN

Title:	Development Assistant	Effective Date:	1/7/16
Classification:	Non-Exempt		
Reports To:	Director of Fund Development & Marketing	Reviewed Date:	12/13/17, 12/27/18,2/1/19
Status:	Part time		
Supervises:	None	Revised:	12/6/2016, 02/08/2017

RESPONSIBILITIES:

1. Manage every aspect of the volunteer process
 - a. Coordinate volunteer recruitment
 - b. Work with social, civic and local organizations to develop volunteer partnerships
 - c. Develop and implement a volunteer recognition program
 - d. Maintain database for tracking and scheduling volunteers and volunteer opportunities
2. Assist with the coordination, creation, development, and implementation of special events.
3. Assist with gift processing and database management.
4. Assist with content creation and marketing for newsletter, email marketing, and social media.
5. Attend outreach and community events as a representative of Mariners Inn.
6. Provide support to Director of Fund Development & Marketing on special projects and administrative tasks.
7. Perform other duties as assigned by Director of Fund Development & Marketing.

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's degree in social sciences, communication or related field.
2. Two years or more of successful work experience in this or a related field.

COMPETENCIES:

1. Proficiency in donor database software and Microsoft Office applications
2. Excellent writing, communication, organizational, and interpersonal skills
3. Willingness to collaborate and work as a member of a team
4. Demonstrated capability to conduct oneself in a calm and professional demeanor when dealing with the public and/or with difficult situations
5. Ability to work well with a diverse group of staff and volunteers
6. Willingness to adjust hours to accommodate the needs of the job
7. Ability to effectively manage a wide array of tasks, projects, and responsibilities
8. Ability to work productively in an unstructured environment with frequent interruptions

QUALIFICATIONS:

1. Valid Driver's License and ability to obtain a driver's clearance from the Michigan Secretary of State on an annual basis.

POSITION DETAILS:

This is a part-time, 10-25 hours/week position. Occasional evening and weekend work required.

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by February 28, 2019. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.