Job title	Development Assistant (part time)
Reports to	*Development Director*
Status	*Part-time, non-exempt (hourly)*

Who we are:

Through an individualistic, holistic and multi-year commitment, College Bound empowers promising students from economically disadvantaged backgrounds to achieve bachelor's degrees and fulfilling careers. Within a decade, we have grown from an inaugural class of 36 students to over 650 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family line forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

This position will provide a variety of real-time development opportunities if you are interested in the non-profit field. The Development Assistant will focus on database management, timely gift processing and acknowledgment, and targeted event support and follow-up. The Development Assistant will work approximately 15 hours per week distributed over a minimum of four days per week. The role is permanent, part-time, non-exempt and hourly.

Your responsibilities:

Assist development department in:

- Donation management: Gift processing and acknowledgment within 48 hours of receipt
- Database management: Maintaining accurate data in real time and pulling it from the system upon request; sharing information regarding gifts and facilitating collaboration with the finance director
- Monitoring and maintaining team office supplies
- Event support (nametags, printed materials, misc. supplies, mailings)
- Compiling information for grants and reporting
- General office support such as room reservations, ordering food and coordinating mailings
- Opportunity to gain experience in other parts of fundraising, depending on team's needs and personal interests
- Other duties and projects as assigned

Skills and experience:

- High school diploma or GED
- Bachelor's degree (preferred)
- Top-drawer organizational skills translated to a team level with strict attention to detail

- Computer proficiency with MS Office applications, experience with donor management software such as eTapestry or Raiser's Edge preferred
- Strong writing, interpersonal and verbal communication skills
- Proficiency in grammar/AP Style
- A passion for problem-solving and a desire to contribute to the success of a mission and core values driven team

Benefits and working conditions:

Benefits Offered: This is a part-time, hourly role through which you will make great connections (from the mission-driven staff to the students whose lives you'll impact to our Board and partners) and learn about grants, fundraising, donor database systems and event planning.

Length of Commitment: 15 hours a week distributed across a minimum of four days per week. The role is permanent, part-time, non-exempt and hourly.

How to apply:

Interested candidates must send a cover letter, hourly pay requirements, references, and electronic version of resume to: jobs@collegeboundstl.org. Subject Line: Development Assistant. Applications will be accepted through **September 8, 2017**.
Please, no phone calls.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.