**ELS FOR AUTISM**

**DEVELOPMENT ASSISTANT**

Reports to: Grant Writer, Donor Relations Coordinator

Position type: Salaried Non-Exempt Full time

**ABOUT ELS FOR AUTISM:**

Els for Autism was established in 2009 by Liezl and Ernie Els. The Els' son, Ben, is impacted by autism spectrum disorder, which affects 1 in 36 children in the U.S.

The Foundation offers innovative, evidence-based programs for families and individuals across the lifespan in three focus areas: Early Intervention and Education, Recreation Services, and Adult Services. Els for Autism serves families around the world and offers in-person programs and services at The Els Center of Excellence® in Jupiter, Florida.

Els for Autism mission is to transform the lives of individuals with autism spectrum disorder (ASD) and those that care for them through lifespan services and collaborative partnerships. We promote and support autism acceptance and appreciation worldwide. Come join our innovative, dedicated, and passionate team.

**JOB SUMMARY:**

The Development Assistant is a key member of the Development Team and contributes to the success of all development activities of Els for Autism by developing and maintaining relationships with key stakeholders.

**DUTIES AND RESPONSIBILITIES:**

* Participate in supporting existing, and recommending new, donor cultivation strategies and activities
* Prepare and mail donor correspondence and respond to prospective donor inquiries
* Adhere to the annual calendar of the department to ensure adequate time for planning successful measurable outcomes
* Manage pledge and gift receipts, recording, acknowledgement systems, and related correspondence to ensure the timely processing and accurate acknowledgment of all donations
* Maintain and update donor records and notes in donor database on a regular basis and create monthly fundraising reports and dashboards
* Support the development and execution of fund-raising initiatives on digital media channels and coordination of appeals via any medium
* Assist with supporting initiatives that create naming opportunities and other special opportunities as assigned
* Conduct preliminary research on prospective individuals, Foundations, governmental and corporate prospects via several sources including Wealth Engine, Leadership Directories, internet, and print articles
* Prepare prospect lists of current donors with a potential capacity to increase the level of giving
* Reconcile donations with the accounting department monthly to ensure gifts are coded accurately
* Maintain records for matching gift program donors and companies
* Coordinate the creation of major gift, tribute gifts, appeals and planned giving collateral materials (letters, info packets, brochures, case statements, decks) as assigned
* May assist in assembling materials for grant applications
* Assist with in-person donor events as assigned

**QUALIFICATIONS**:

* Bachelor's degree in communications, journalism, marketing, or similar, or pursuing a degree
* At least one year of experience as a development or administrative assistant or equivalent combination
* Commitment to, and passion for, the Foundation’s mission and vision
* Possess the ability to professionally share information about the Foundation’s programs with the community
* Detail-oriented with an ability to meet deadlines while managing multiple tasks
* Capable of articulating the Foundations’ mission, vision and programs to the community
* Demonstrated excellence in interpersonal, written, and verbal communication skills with the board, donors, funders, and staff
* Knowledge of administrative and clerical procedures and expertise in Microsoft Office
* Demonstrated individual or team-based presentation skills
* Ability to attend evening, weekend or after-hour donor events as assigned
* Working knowledge of donor database program or other CRM systems is a plus