



Second Harvest Northern Lakes Food Bank Job Description

Job Title: Development Assistant

Job Summary: The Development Assistant is primarily responsible for supporting the Food Bank's Development Coordinator and development efforts.

Reports to: Executive Director

Classification: *Temporary, Seasonal (now through January 8, 2021)*, Non-Exempt

Essential Functions:

1. Cultivate positive relations with Food Bank staff, volunteers, donors and other constituents.
2. Adhere to established donor and donation policies and procedures.
3. Ensure records for donors are securely maintained including paper files and information kept in the donor database.
4. Accurately record, process, and assist in acknowledging all donations in a timely manner (within 48 hours of receipt).
5. Assist in managing incoming and outgoing mail.
6. Other duties as assigned by the Development Coordinator and/or Executive Director.

Qualifications Required:

- High School Diploma plus six (6) months to one (1) year similar experience
- Interest in hunger issue or related social services
- Computer proficiency, including speed and accuracy
- Strong organization skills and an attention to detail
- Ability to work independently, exercising initiative and sound judgment
- Ability to work as a team with various staff members

Qualifications Preferred:

- Knowledge of non-profit industry
- Knowledge of, or experience in, fundraising/development field

In instances of a federal, state or locally declared emergency, Second Harvest is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.