



ISLAND HOUSING TRUST

DEVELOPMENT ASSOCIATE JOB DESCRIPTION

The **Island Housing Trust (IHT)** is a non-profit community land trust and community development corporation on the Island of Martha's Vineyard, Massachusetts. This position reports to the Development Director, is 30 hours per week and will provide Administrative and Development support to the organization.

Primary Development Assistant Responsibilities:

- Maintain working knowledge of DonorPerfect (DP).
- Process Donations (retrieve checks from post office, copy checks and print online donations (via PayPal and Give Lively), input into DP, prepare for acknowledgement, prepare for deposit, make deposit into proper account, including **CITC applications and tracking**).
- Create and mail donor acknowledgement under advisement of Development Director
- Maintain copies and files of all donation acknowledgements.
- Assist with the Annual Summer Benefit Brunch.
- Assist with fundraising campaigns.
- Assist with foundation grant writing & annual grant compliance
- Pledge and one-time donation reconciliation report to bookkeeper
- Utilize DonorPerfect and other management information and tracking systems used by the Development office.
- Assist with all CITC communication and tracking.
- Assist with pledge reminders.
- Assist Development Director in tracking prospects and conducting preliminary research on donors/prospects.
- Run and prepare standard and ad hoc reports, update and analyze large Excel spreadsheets.
- Other tasks as assigned.

Qualifications, Knowledge, Skills:

- Excellent written and verbal communications skills.
- A strong orientation to customer service.
- Superior organizational skills and the ability to manage a variety of fast-paced projects are important.
- Attention to detail is a must, along with the ability to think critically.
- Must possess a focused and self-starting attitude, the ability to work equally well independently as well as part of a team with a variety of personalities.
- The ability to prioritize work and balance long-term projects with day-to-day responsibilities is key.
- Must be able to confidently represent IHT when interacting and communicating with key leadership both internally and externally.
- Demonstrate a strong understanding of, and commitment to, maintaining confidentiality of sensitive financial information.
- Solid computer skills and competency in Microsoft Office Suite products, **especially Excel**, is absolutely necessary.

Experience:

- Associate's degree and/or administrative training degree required.
- One to two years administrative experience.