

Position Description: Assistant Development Director

Employed by: Tucker Community Foundation
Responsible to: Executive Director
Immediate supervisor: Development Director

Basic Qualifications

- Strong communication and organizational skills.
- Good public speaking manner and high attention to detail.
- Professional appearance and demeanor in working with others and dealing with the public.
- Knowledge of the community foundation concept and structure preferred as well as a high level of familiarity with the local communities in the region.
- Ability to work well independently without direct supervision on projects and providing reports in a timely manner.
- Ability to travel within the Foundation's eight-county service area and willingness to participate in training opportunities. Some overnight or out of the area travel required.
- Experience working with nonprofits and volunteers preferred, and a demonstrated ability to work effectively with Board, committees and related resources.
- Leadership drive, vision, inspirational commitment to the community foundation model.

General Responsibilities

- Assist the Development Director and full-time employees with the creation and implementation of the Foundation's marketing and public relations program encompassing all publications of the Foundation, general advertising, marketing and website management.
This includes but is not limited to:
 - Writing and disseminating press releases for the general office and foundation programs.
 - Posting content for Foundation on social media outlets.
 - Assist in updating the website
 - Assist with all publications including electronic newsletters and the Annual Report.
- Assist in monitoring donations to the Foundation and aspects of donor stewardship.
- Excellent database skills are required, as well as Internet research abilities and strong written and communication skills.
- Perform administrative and office support activities. Duties may include fielding telephone calls, receiving and directing visitors, data entry, record keeping, filing and creating spreadsheets and presentations.
- Assist and support all Foundation programs and projects including: Run For It, Uncle Sam's Birthday Party, Potomac Highlands Volunteer Center, The 100 Club and other Foundation programs and events.
- Perform other related duties as required by the Development Director.

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Additional Information

Background Experience & Prerequisites for Position

- Bachelor Degree in a field related to the mission of the Tucker Community Foundation is preferred but not required. An Associate Degree with a number of years of experience can substitute for a Bachelor Degree.
- Residency in the community.
- Strong computer literacy skills and the aptitude to learn new software.
- Strong administrative and organizational skills.
- Demonstrated abilities as a writer.
- Self-starting work style, accustomed to working without supervision, but capable of supervising and motivating others.
- Familiarity with Microsoft Office, computer database applications and technology.
- Familiarity with accounting and other business and management principles a plus.

Wages and Benefits

- This is a part-time position.
- Compensation based on experience.
- The position will work a 24 hour work week on a flexible schedule as agreed upon with the supervisor.
- There currently is no health benefits for part-time employees.
- Part-time employees are only eligible for a SIMPLE IRA retirement plan.
- Contract terms subject to review by the Executive Director and Development Director following a 90-day introductory period.

Interested? Please submit a cover letter, resume and three professional references to 737 William Ave, Suite 1, Davis, WV 26260 or kelly@tuckerfoundation.net postmarked or timestamped by Jan. 4, 2019.