

## Wesley House Family Services

### Position Description

**Position Title:** Development Coordinator Assistant  
**Department:** Development  
**Purpose:** Responsible for assisting the Development Coordinator with all aspects of fundraising and outreach.  
**Reports To:** Development Coordinator  
**Classification:** Full Time

#### Responsibilities:

- Perform data entry for auction items
- Assist with set-up, decorating, and logistics for fundraising events
- Assist with marketing fundraising events
- Assist with Upper Keys outreach and event planning
- Data entry in Raiser's Edge CRM
- Assist with outreach and internal events and activities, such as Holiday Helpers toy drive and Wesley House Adopt-a-Family campaign.

#### Qualifications:

- High school diploma required
- At least one year of event planning, development and fund-raising experience in a non-for-profit preferred
- Excellent computer hardware and software skills including the use of Microsoft Office programs such as Word, Excel, PowerPoint and Outlook
- Excellent writing skills
- Attention to detail
- Excellent organizational, coordination and project management skills
- Graphic Design and social media skills a plus.
- Valid Florida driver's license

### Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served, or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

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Development Coordinator Assist. (Signature)

\_\_\_\_\_  
Development Coordinator (Signature)

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Development Coordinator Assist (Print)

\_\_\_\_\_  
Development Coordinator (Print)