



**Job Title:** Development Specialist  
**Department:** Community Development  
**Reports To:** Development Manager  
**FLSA Status:** Non-exempt

### **SUMMARY**

The Development Specialist is responsible for the acknowledgement and recording of all donations made to Alive Hospice. Additionally, the Development Specialist joins the development team in raising funds to support the mission of Alive Hospice and acts as a representative of the organization to our community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Donations
  1. Receives and records all gift documents, including credit card donations, into Raiser's Edge.
  2. Responsible for generating receipts and acknowledgments of all donations and mailing documents in a timely way (with volunteer support).
  3. Maintains electronic files relating to receipts, acknowledgements and donor correspondence.
  4. Is consistent in methods of:
    - a. database maintenance, growth, and accuracy
    - b. tracking activities in Raiser's Edge
    - c. acquiring prospect information
  5. Analyzes donor giving patterns and prompts development team on findings.
  6. Tracks and acknowledges families who direct donations to Alive Hospice via obituaries.
  7. Responsible for keeping content of donor letters current and appropriate to gift purpose.
  8. Responsible for donor ambassador program and supervising participating volunteers.
  9. Generates donation reports and historic comparisons as requested.
  10. Assists with pledge fulfillment and follow-up on other initiatives.
- Special Events
  1. Assists the Development Manager with the creation of materials related to fundraising events including promotional pieces, content for web site and social media outlets, and internal event management documents.
  2. Assists the Development Manager with event implementation including: timelines, income and expense budgets, planning meetings, catering and rental arrangements, volunteers and all logistics
- Other
  1. Responsible for Brick Walkway: receives and acknowledges brick orders, orders bricks from vendor, coordinates installation, sends donor notification.
  2. Oversees the work of any volunteer(s) assigned to assist with any of the above tasks.
  3. Develops and maintains strong familiarity with agency programs and services.
  4. Other duties may also be assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises volunteer(s) assigned to assist with Community Development projects. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. No supervision of agency employees is required.

### **CONTINUING EDUCATION**

The agency requires this position to complete 12 hours of continuing education per year covering topics that will contribute to improvements in carrying out the above responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Minimum of an Associate's degree (A. A.) or equivalent from two-year college or technical school; one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver's license and automobile insurance as required by Tennessee state law.

### **OTHER QUALIFICATIONS**

Proficient in Microsoft Office Suite and previous experience with data entry, secretarial and/or office generalist. Raiser's Edge experience a plus. Strong communication and organizational skills. Excellent typing and word processing skills. Pleasant telephone voice. Professional maturity and the ability to respond calmly and effectively in stressful situations.

Communication and Relationship Skills: Exemplifies high level of written oral and listening communication skills, always respecting patient confidentiality.

Agency Policy and Philosophy: Communicates and supports agency mission and values in all professional interactions.

Continuing Education: Seeks to improve knowledge and skills relative to performance of job and personal growth.

Quality and Performance Improvement: Participates in new and continuing programs designed to monitor and improve quality and performance relevant to the mission and philosophy of Alive Hospice, Inc..

Teamwork: Functions consistently and collaboratively as an integral part of Community Development Team and other teams (committees, etc.) bringing experience and education to contribute to optimal team functions and outcomes.

Ethics: Demonstrates a high level of work, personal and professional ethics.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Occasionally required to drive an automobile.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to use of an automobile. The noise level in the work environment is usually moderate. Usually a general office setting.

Apply online at: <http://www.alivehospice.org/about-employment.php>