

Associate Director for Development & Auxiliary Job Description

Full Time – Salaried

Reports to Director of Advancement

LASALLIAN MISSION

- Articulate, with enthusiasm and authenticity, the Lasallian Mission of DENA.
- Assist in structuring and implementing a plan that will establish and grow donor support and involvement for DENA's mission based programmatic needs, especially for tuition support, Lasallian vocation and formation activities, and continuing care of Brothers.

ADMINISTRATIVE & MANAGEMENT

- Assist in the management and oversight of appeals; production, response handling, and acknowledgement (including *Lasallian Notes* newsletter and other District Development Communications).
- Specific responsibility for implementation of new procedures and initiatives to increase donor response rates and retention levels.
- Regularly update acknowledgement letter. (2-3 times per year)
- Coordinate new donor activities and events.
- Assist with the supervision of our contract foundation grant writer.
- Liaise with Communications Department regarding Development on web & social media.
- Assist as needed with Development initiatives including but not limited to Planned Giving and Mass card promotion, prospect research, affinity groups, increasing donor base.
- Assist with monthly team meeting reports, & provide input for quarterly District Council report.

Physical Plant Duties

- Oversee (coordinate with IT and with Operations Supervisor) proper functioning of hardware and software for all employees.
- Supervise Auxiliary Advisor on plant duties, including:
 - Keep all charts and posted postage indicators up to date with current rates.
 - Maintain Pitney Bowes postage machine, ensure adequate account balance & lease status.
 - Maintain low humidity in storage areas, and heating/cooling in building.
 - Oversee maintenance of generator for emergency power to first floor.
 - Report or handle any physical plant problems.

Mail Duties

- Maintain all permits, permit fees, PO Box fees, etc.
- Stay up on all postage increases and new regulations that may affect operations.

AUXILIARY-SPECIFIC MANAGEMENT

Donor Order Acceptance Duties

- Answer e-mail inquiries.
- Answer difficult calls, diverted to you by assistants.
- Assist with donor phone calls when needed.
- Assure staff can perform mailroom procedures on days of heavy volume.
- Take non-scannable deposits to the bank for in-person deposit as needed.

Special Annual Mailings/Appeals – Christmas & Easter – Assisted by Auxiliary Advisor

- Oversee Christmas & Easter Card artwork (currently new every two years)
- Work with vendor on production and delivery timing of cards.
- Work with vendor (Jersey Printing) to produce insert cards.
- Work with vendor (Allied Printing) to produce outer mailing envelopes, Business Reply Envelopes (BREs), and on supplying blank envelopes to match each card.
- Receive shipments of all items. Send mailing list, and appropriate number of each product to mail house (A-1 Letter) for stuffing, sealing addressing, and sending.

Supply / Inventory Duties

- Supervise inventory of Auxiliary related items, including cards, mailing and return envelopes, inserts, mailing boxes, etc.
- Maintain relationships with all supplier representatives.
- Regularly check pricing and contracts to ensure best use of financial resources.
- Receiving and submitting Auxiliary invoices.

FINANCIAL MANAGEMENT

- Interface with Associate Director and Advancement Operations Supervisor to ensure gift activity from cash, checks, and credit cards/ACH are recorded in the proper ledgers.
- Interface quarterly with the external accountant to prepare quarterly reports and audit requirements
- Assist with the creation of the quarterly DENA Council reports
- Create comparison reports for appeals and funds
- Work as a member of the Advancement team, assisting and supporting others as needed to work with PNC depositing processes
- Process payroll forms for payment. Manage the payroll relationship with ADP or current vendor
- Process reimbursement requests and monthly bills in alignment with the office budget
- Assist team with other projects that require financial information

Finances

- Work with the Director to create a yearly budget
- Manage all aspects of QuickBooks entry and retrieval
- Ensure database integrity by reconciling Raiser's Edge reports with QuickBooks reports
- Reconcile credit card donations with QuickBooks/Raiser's Edge

OTHER

Other duties as assigned by the Director of Advancement which are consistent with the goals and requirements of this position.

Position Requires:

- Occasional evening and weekend availability as needed.
- Flexibility for limited travel if needed.
- 5 years of experience in a similar role