



Dave Thomas
Foundation
for Adoption®

Forever Families for Children in Foster Care

Position Description

Title: Development Assistant
FLSA Status: Non-Exempt
Date: May 2024
Reports To: Information Manager

The Dave Thomas Foundation for Adoption (DTFA) is a national nonprofit public charity dedicated exclusively to finding permanent homes for the more than 140,000 children waiting in North America's foster care systems. Created by Wendy's® founder Dave Thomas who was adopted, the Foundation implements evidence-based, results-driven national service programs, foster care adoption awareness campaigns and innovative grantmaking. The Foundation has an opening for a full-time or part-time insert job title.

STATEMENT OF PURPOSE

Under the direction of the information manager, the development assistant will work in conjunction with the development team to assist with stewardship, data entry and administrative activities across the department. The development assistant is part of a high-performing team that implements a comprehensive development program identifying, cultivating, soliciting and stewarding annual, major and planned gift donors and prospects to support the needs of the Foundation's mission.

ACCOUNTABILITIES

1. Works within Raiser's Edge to conduct gift entry, gift acknowledgment, record creation and updates and report generation consistent with the Foundation's data entry standards
2. Provides support to the information manager on all data cleansing projects
3. Provides support to the tax receipt and gift acknowledgement processes
4. Assists with the execution of mailings as part of the Foundation's stewardship communications plan, such as handwritten thank you notes, gift notifications, impact postcards, etc.
5. Documents stewardship activities in Raiser's Edge
6. Partners with the finance team on timely coding and posting of digital and mailed gifts
7. Assists with special projects as assigned

KNOWLEDGE AND SKILLS

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.

- Exceptional organizational skills and notable attention to detail
- Self-starter with the ability to operate independently and demonstrate strong time management skills
- Demonstrated ability to establish and adhere to structure and routines while handling a high volume of work
- Ability to maintain strict confidentiality with privileged information
- Personal qualities of integrity, credibility and commitment to the mission
- Flexible and able to multi-task; can work within a fast-moving environment
- Excellent penmanship
- Values diversity and supports an inclusive culture

EDUCATION AND/OR EXPERIENCE

- Undergraduate degree preferred
- 1 + years of experience in a non-profit environment, preferred

WORK ENVIRONMENT

- No travel required

The Dave Thomas Foundation for Adoption is an equal employment opportunity employer and does not discriminate against any employee or applicant based on race, color, religion, religious beliefs, political affiliation, creed, HIV/AIDS status, ethnicity, sex, age, national origin, ancestry, disability, sexual orientation, gender, gender identity, gender expression, pregnancy, marital status, familial status, veteran/military status, predisposing genetic characteristics, domestic violence victim status, prior arrest or any other category protected by applicable law. Any employee who engages in such conduct is subject to disciplinary action, up to and including discharge.