

POSITION DESCRIPTION

Position: Revenue Development Assistant - FTE

1. Authority:

This position reports to the Director of Revenue Development (DRD) who authorizes the Revenue Development Assistant (RDA) to work in partnership to assist the DRD with execution of the annual giving program, administrative and event planning duties to support the work of the Revenue Development department in Saskatchewan.

The RDA will be a member of the Revenue Development Team. As a member of the team, the RDA may also be asked to provide support to other revenue development initiatives.

2. Limitations to Authority:

The RDA fulfills the responsibilities and expectations of this position within the parameters of the limitations identified below, the Strategic and Tactical Plan of the Society and their individual Staff Work Plan.

The RDA may not:

- Expend more operational funds than are included in the approved budget for the year
- Expend funds on programs, activities or events not included in the operational plan
- Fail to report any anticipated or current risks to Revenue Development programs that might result in significant reductions in program revenue and/or program participant attrition
- Delegate work to any other staff member without consulting with the DRD.

3. Position Summary:

The Revenue Development Assistant (RDA) position calls for planning and assisting revenue development strategies that include a balanced portfolio of fund-raising initiatives, effective utilization of staff and volunteer resources, ongoing evaluation of trends, donor stewardship and a donor-centric philosophy on fundraising. The RDA is a key member of the Revenue Development team of the Society.

4. Responsibilities: (including but not limited to)

4.1 Annual Giving

- Responsible for recording and measuring success of the annual giving campaign
- Responsible to prepare appropriate mailing lists according to the criteria laid out by the DRD
- Responsible for timelines and details for the proper roll out of the campaign, including thank you letters and follow up
- Responsible to data mine prospects for solicitation as required

4.2 Major Gifts and Planned Giving Support

- Assist DRD with revenue generation from major gifts and planned giving
- Assist DRD with prospecting and cultivating donors including pulling reports, writing proposals, contacting and following up with donors, and stewardship activities as required
- Assist DRD with circulation of estate planning documents as requested by stakeholders

4.3 Event Planning Support

- Assist in event planning as needed provincially, including the Walk for Alzheimer's, Gala, and Third Party Events as directed by the DRD
- Assist in evaluation of the programs, activities and events of the ASOS
- Assist in database reporting for ASOS events
- Contribute to the development of new RD team initiatives and programs

4.4 Administrative and Database Support

- Assist with the opening of mail, coverage of answering phones, and other assistant duties as requiring coverage
- Assists the DRD with the preparation of reports, agreements, correspondence
- Shared responsibility with Revenue Development Coordinator to assist with database support (eTapestry)
- Shared responsibility with Events Coordinator to assist with online giving platform support
- Responsibility to generate the Revenue Development Effectiveness Report quarterly
- Participation in the ASOS eTapestry working group

4.5 Donor Stewardship

- Maintain and grow healthy relationships with donors, partners and sponsors
- Contribute to the cultivation, stewardship, solicitation and recognition of donors
- Ensure that all donors of the ASOS are appreciated and respected by making donor stewardship a priority

4.6 Department Planning

- As a member of the RD Team, participate in the establishment of annual operational plans for the RD area
- As a member of the RD Team, participate as requested by DRD in annual budgeting of key areas of responsibility

5. Expectations

- Embrace the vision, mission and values of the ASOS
- Embrace and understand the donor bill of rights as well as a donor-centric philosophy
- Achieve objectives and key actions as identified in the RDA Work Plan
- Maintain, promote and develop teamwork within the ASOS and embrace and encourage a culture of philanthropy organization-wide
- Ensure that all relationships between the RDA and donors, clients, volunteers, members, sponsors and strategic partners are transparent and collaborative.
- Undertake ongoing job-related personal growth, development and competency through participation in courses, workshops and/or conferences. Completion of 25 hours of professional development per year including one mandatory education event of your choice.
- Maintains a high level of confidentiality at all times and communicates with discretion and tact.
- Submit the following reports:
 - Monthly time sheet
 - Monthly expenses
- Report to the FDM by requesting time off, sick time (reporting), holiday's, etc. for approval

5. Accountabilities

Accountability in this relationship is mutual. The DRD is accountable to the RDA for providing the authority, resources and support that is required for the successful realization of the responsibilities of this position. The RDA is responsible to the DRD for fulfilling the responsibilities and expectations of the position, within the limitations of authority established. The performance of the RDA, and the components of this position description will be reviewed annually by the DRD and will include:

- A review of the authorization and resources provided to the RDA
- A review of RDA performance towards the annual objectives and personal objectives identified
- Negotiation of annual and personal objectives and plans for personal development for the coming year
- A review of the authorization and resources required for the coming year
- A review of the current salary of the RDA

This position is a permanent Full Time Equivalent.