

Job Title: Development Support Staff – Part-Time

Company: Wernle Youth & Family Treatment Center

Department: Development

Reports to: Philanthropy Officer or designee

Status: Part Time – Non Exempt

Wernle Youth & Family Treatment Center is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of Wernle's Lutheran mission.

Job Summary:

The Development Support Staff person will provide support to and work in collaboration with the Development department team. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by the department to assist in securing the resources necessary for providing support to those accessing these vital programs. Much of the day's work is spent completing tasks that supports securing funds for the organization. This is a crucial role at Wernle.

Essential Duties and Responsibilities:

- Work with development team to implement fundraising and growth plan
- Conduct prospect, field, and event research
- Communicate with other departments in connection with execution of events
- Support media outreach, including website, press releases and social media
- Assist in organizing and maintaining development records, and office files
- Assist with special events
- A passionate belief in Wernle's mission, values, and model
- Team player with a sense of humility and desire to learn

- Strong oral and written communication skills
- Prior fundraising experience is preferred
- Demonstrated track record of successful project management
- Strong attention to detail
- Demonstrated ability to work collaboratively and thrive in a fast-paced, entrepreneurial environment
- Enthusiastic attitude and capacity to remain calm and focused when faced with unexpected challenges
- Ability to manage multiple assignments simultaneously and effectively
- Ability to set and meet ambitious milestones
- Strong interpersonal skills – ability to interact well and support colleagues and partners
- High proficiency in computer technology and familiarity with web-based database platforms is preferred
- Capacity to work extended hours during peak season
- Other duties as assigned

Education and Experience:

- Some college required; BA/BS Degree or equivalent preferred
- One or more years' development experience preferred or related experience
- Some weekends may be required

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Requirements:

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 talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 frequently exposed to blood-borne pathogen, a constant or intermittent high noise level that could cause distraction or hearing loss, and vibration. The employee is occasionally exposed to physical activities with the children that could result in restraining a child as well as physically removing a child to a secure setting, toxic or caustic chemicals. You may be exposed to outside weather conditions. The noise level in the work environment is usually loud.

I have read the above job description and fully understand the requirements set forth therein. I accept the position of Development Support Staff - PT and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my abilities.

Employee Signature

12/2017

Date