



Job Opening Announcement

Development Assistant

This position is based in Mesa, Arizona

Aster Aging empowers and supports older adults and their families to remain independent and engaged in our communities. Established in 1979, our non-profit organization provides a full continuum of service for over 6,000 East Valley seniors annually. Our core programs include Center-Based Services, Meals on Wheels, In-Home Support, Outreach and Social Services, and Collaborative Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

Join our team and make a difference in the lives of seniors in our community! We are currently recruiting for an important new administrative professional position. The position will provide support for a variety of marketing and fund development activities, under the direction of the Communications and Development Manager. Responsibilities include maintaining the donor database, supporting donor stewardship and the gift acknowledgement process, assisting with direct mail appeals and campaigns, supporting events, assisting in maintaining the agency website and virtual activity calendar, and helping with the monthly newsletter and other key communications. The position involves exceptional customer service and significant collaborative efforts with staff, volunteers, organizations, and diverse community members.

Monday through Friday, 25/week, non-exempt position
Competitive wage and benefits package

Qualifications include two or more years' experience as an administrative assistant or similar setting with a stable work history that demonstrates progressively responsible duties. Nonprofit and marketing experience strongly preferred. High school diploma / equivalency required, associate degree or higher preferred. Proactive organizational abilities. High level of proficiency in using and troubleshooting office equipment and computer technology. Excellent customer service, teamwork, and communication skills. Ability to maintain confidentiality and handle sensitive information with discretion.

Please refer to the Job Description for additional information.

Interested applicants are encouraged to submit their resumes to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.

Aster Aging, Inc.
Job Description: Development Assistant

Overview: The Development Assistant is an administrative professional position, providing support for a variety of marketing and fund development activities in alignment with Aster's vision, mission, and goals. The position involves exceptional customer service and significant collaborative efforts with staff, volunteers, organizations, and diverse community members.

Major Duties:

- Under the direction of the Communications and Development Manager, provide administrative support in maintaining donor files and Aster's donor database, including gift processing, timely acknowledgement letters, preparing reports and mailings, and ensuring data accuracy. Assist with donor cultivation and stewardship activities, including follow-up and recognition.
- Coordinate and disseminate direct mail and email appeals and campaigns as assigned.
- Provide support for events, including Healthy Living Expos and Forever Aster. Tasks may include sponsorship and exhibitor solicitation and cultivation, marketing, logistical planning, and event day support.
- Consistently maintain the organization's brand in all written information. Assist in the creation and distribution of branded materials for Aster's core programs. Organize and maintain marketing materials, including agency photos, videos, and digital files.
- Assist in the implementation of a comprehensive agency website, maintaining monthly virtual calendars, website documentation, uploading newsletters, and identifying relevant news articles.
- Assist in the development and dissemination of the monthly newsletter, e-news, and other key communications. Provide support in updating and managing mailing and distribution lists and assist with bulk mailings.
- Support volunteer recruitment efforts, including identifying sites and posting engagement opportunities. Assist as a point of first contact for volunteer inquiries, coordinating with program supervisors.
- Troubleshoot basic technology issues with phone systems, computers, and internet service, coordinating with other team members and with outsourced managed IT provider and vendors as needed.
- Maintain an organizational climate that attracts, motivates, supports, and retains high quality staff and volunteers who are committed to serving older adults.
- Ensure that Aster's policies, standards, and decisions are implemented and maintained.
- Other duties as needed and appropriately assigned.

Qualifications:

2. Two or more years' experience as an administrative assistant or similar setting with a stable work history that demonstrates progressively responsible duties. Nonprofit and marketing experience strongly preferred.
3. High school diploma / equivalency required. Associate degree or higher preferred.
4. Strong and proactive organizational abilities. Ability to work independently and review own work for accuracy. Attention to detail.
5. High level of proficiency in using and troubleshooting office equipment and computer technology.
6. Effective written and oral communication skills. Ability to compose general business correspondence and proofread work of others. Professional phone and email etiquette.
7. Excellent customer service and interpersonal skills. Ability to encourage teamwork and collaborate with others. Ability to work effectively with diverse constituents and communities. Multicultural competency. Bilingual Spanish-English helpful.
8. Ability to maintain confidentiality and handle sensitive information with discretion.

Requirements:

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain a Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

Responsible to: Communications & Development Manager

Status/ Hours: Non-exempt position. Primarily weekday office hours, 25 hours per week. Primarily weekday office hours.

Primary Work Site: Administration Office in Mesa, Arizona. Position will require local travel by car.

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