

## **Read Muskegon Development Assistant**

Job Description:

Position Title: Development Assistant – Full Time

Read Muskegon:

Read Muskegon is breaking the generational cycle of illiteracy in Muskegon County by delivering pioneering literacy programs—onsite, at drop-in centers, in penal institutions, and in workplaces—free of charge—to the estimated one in four adults in Muskegon County who are functionally illiterate, and their families. We partner with funders, businesses, and community organizations to improve people’s lives; expand their possibilities; and build stronger families, workplaces, and communities. Find out more at [www.readmuskegon.org](http://www.readmuskegon.org).

Position Description:

Read Muskegon is seeking an experienced candidate for the position of Development Assistant who possesses knowledge of non-profit development, strong communication skills, attention to detail, and enthusiasm to join a dynamic and growing organization. This new position will be an integral part of the Read Muskegon team and will offer critical support to the Executive Director in achieving the long-term fundraising goals of the organization.

Position Duties and Responsibilities:

Reporting to the Executive Director, the Development Assistant will have the following job responsibilities:

- Maintain a clean, efficient, current database of all prospects, donors, and other constituents in NEON CRM
- Manage the processing of acknowledgments, contributions, pledges, credit card donations, planned gifts and bequests, gifts in kind, and other information related to special events and donor cultivation
- Work closely with the Executive Director to coordinate donor lists and create an integrated calendar of donor contacts for the fiscal year
- Working with the Executive Director, provide project management for a portfolio of major giving donors/prospects, helping plan and track cultivation and solicitation activities as part of an integrated development plan.
- Support the planning and execution of special events
- Work with Executive Director to manage the support needs for fundraising goals, events, and initiatives
- Analyze performance of annual giving programs including donor acquisition, retention, and upgrade strategy effectiveness

Education, Skills & Experience:

- Bachelor’s degree required
- Experience in nonprofit fundraising is desired including annual giving, database management, and event planning or equivalent experience from which comparable knowledge and skills are acquired

- Excellent verbal & written communication skills
- Strong analytical thinking and problem solving skills
- Computer literacy, including competency in Microsoft Office, email, Internet, and other appropriate software
- Ability to speak effectively to groups of employees, high-level volunteers, board members and the public
- Ability to organize, multi-task and effectively function in a fast paced environment to set and achieve short and long term goals
- Ability to work independently under minimal supervision
- Reliable means of transportation

Compensation: \$18 -\$20 per hour depending on experience. 3 weeks paid vacation and 11 paid holidays. HSA or FSA in development.

Hybrid Work Option: 60% of work hours must be completed in the office, 40% of work hours may be done remotely.

To apply: Please email a cover letter, resume and reference to Melissa Moore, Executive Director, [Melissa.moore@readmuskegon.org](mailto:Melissa.moore@readmuskegon.org)

Position will remain open until filled.

Name:  
Melissa Moore

Email:  
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