



## Job Announcement

### Development Assistant (PT, 24 Hrs / weekly)

#### Organization Info

Inner City Health Center is a Christ-centered healthcare home for underserved individuals where consistent, high quality treatment is provided in an atmosphere of genuine respect. We express our love for Jesus Christ and our compassion for those in need through our deep concern for their physical, emotional, and spiritual well-being.

At Inner City Health Center, we provide high-quality medical, dental and counseling services to the uninsured on a sliding fee basis. We also accept Medicare and Medicaid patients.

#### Position Summary

The Development Assistant, under the supervision of the Executive Director of Development, works to advance the mission of the organization by overseeing donor relations for the organization and providing administrative support to the director. Areas of focus will include processing donations, acknowledgments, research, and tracking various information. The Development Assistant will ensure that donors receive excellent customer service and that the department runs smoothly and efficiently.

#### Key Responsibilities

- Enter all donations into CRM system
- Process Donor Acknowledgements
- Manage donor info in CRM system
- Pull lists and reports from CRM system as needed
- Track and communicate Fund Raising Results
- Conduct Prospect Research
- Manage all aspects of Enterprise Zone requirements

#### Qualifications

- BS/BA Degree in Business Administration, Nonprofit Management or a similar discipline preferred
- Minimum of two (2) years experience in fundraising, administrative support, data entry or related field preferred, including CRM usage.
- Strong Computer Skills
- Excellent Time Management Skills
- Ability to maintain confidential information
- Good problem solving skills
- Ability to juggle multiple priorities
- Ability to pass a pre-employment Background Check

**Compensation**

Competitive wage commensurate with experience.

**To Apply**

Please send Cover Letter and Resume via email to Kevin L. Mullin, CFRE, Executive Director of Development – [kevinm@innercityhealth.com](mailto:kevinm@innercityhealth.com).

All complete submissions will be acknowledged, those selected for an interview will be contacted within a week to schedule an appointment.