



A Philanthropic Partnership for Black Communities

Membership and Development Assistant

Job Description

Working under the supervision of the Vice President of Membership and Development the ABFE Membership and Program Assistant provides administrative support to the Development & Membership Office.

Reports To: ABFE Vice President of Membership and Development
ABFE Director of Programs

Employment Status: Exempt Employee, Full-Time

Supervises: _____

Key Outside Relationships:

- ABFE Individual and Institutional Members, Donors, Board Members
- ABFE Program clients and vendors

Salary Range: \$35,000 - \$50,000

Duties and Responsibilities:

- Processes invoices, receipts, and general expense items;
- Process donations and prepare acknowledgement letters and other correspondence;
- Maintain VP of Membership & Development Calendar and Schedule;
- Maintain foundation, corporation and individual donor files;
- Create monthly fundraising reports and other database reports as needed;
- Continually update and correct database records;
- Conduct preliminary research on prospective members, foundation and individual
 - donors;
- Coordinate productions and mailing of spring and year-end appeal letters;
- Track tax credit donations in the database and keep a file for each tax credit donor;
- Send appropriate documentation to process credits to donors;



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- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events;
- Handle all administrative details associated with the Resource Development Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.);
- Performs data entry work on ABFE's databases and web-based software programs (DonorPerfect Online);
- Other duties, as assigned;

Education and Experience Requirements:

Personal qualities of integrity, credibility, and a commitment to and passion for ABFE's

- Associate and BA or equivalent education required;
- Three years of nonprofit program experience;
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth;
- Proficiency in computer and web-based technology skills including word processing, list management, Excel and web-based programs;
- Excellent verbal and written communication skills with exceptional attention to details.

Interested parties should email a letter of interest and resume to ABFE at [hiring@abfe.org](mailto: hiring@abfe.org). You can learn more about ABFE at www.abfe.org.