

SUMMIT SPEECH SCHOOL
JOB DESCRIPTION

DEVELOPMENT ASSOCIATE-SPECIAL EVENTS

Join an exciting and collaborative Development team! We are looking for talent with new ideas to help energize Summit Speech School's special events!

Reports to: Director of Development

Description: Part time, temporary, non-exempt position

Job Function:

Works with the Development staff to support department functions as it pertains to special event fundraisers.

Qualifications:

Bachelor's Degree

Effective time management and organization skills to manage multiple tasks

Computer fluency in MS Office and social media. Experience with Raiser's Edge donor database preferred, but not required

Excellent oral and written communication skills, including proofreading, spelling and grammar

Ability to relate to and work effectively with a variety of people

Commitment to the mission of the school

Duties and Responsibilities:

Fall Golf Outing:

Assist with event registration

Organize and catalogue Auction items

Solicit and organize digital journal ads

Promote ticket and raffle sales

Assist with Auction visuals/displays

Spring Benefit:

Support Spring Benefit Committee

Organize and catalogue Auction items

Solicit and organize digital journal ads

Assist with Auction visuals/displays

Submit raffle requirements to the State of NJ

Process gift-in-kind thank you letters

Attend and work set-up day and event day (Apr. 25-26)

Assist Development Associate with the following SB tasks, as needed:

Assist with SB Invitation mailing lists, note writing and mailing

Update excel spreadsheet with donations, raffle tickets, sponsorship \$ received

Help organize table/ballroom layout

Help make tags and tag items for auction

Create name tags for committee, board and staff

Shop for tissue paper, bags, and wrapping paper for auction baskets

Handle monies collected day of the event