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**SECTION 1 IDENTIFYING INFORMATION**

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Position Title:

**Development Assistant**

Supervisor's Title:

**Director of Development**

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**SECTION 2 POSITION SUMMARY**

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Reporting to the Director of Development, the Development Assistant is responsible for duties supporting Alzheimer Society events and other fundraising initiatives. The Development Assistant will be assigned event and donor relations related tasks by the Director of Development, by the Manager of Volunteers, Events & Annual Giving and by the Events Coordinator. This is a full-time position.

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**SECTION 3 DUTIES AND RESPONSIBILITIES**

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**1--Events**

- Writing recruitment/invitation letters, thank you letters, newsletter and e-blast content, and website content to promote events to specific target groups (written material for events may also include assistance with writing media pitches, media releases and TV/Radio spots)
- Preparation of invitation/recruitment letters, mail merges, bulk mailings & e-blasts to promote events
- Correspondence and phone calls to event participants, donors and prospective donors
- Maintenance of contact lists related to events
- Ordering of event supplies
- Set-up and take-down at all public events (most of which are after regular office hours)
- Participation in all events including acting as staff supervisor for volunteers
- Packing/unpacking supplies for events
- Inventory of supplies related to events

The Development Assistant will be involved with:

- Coffee Break, a national event
- Door to Door, Winnipeg and select communities
- Gala, Winnipeg Event (public)
- Memory Walk, provincial event (public)
- Trivia, Winnipeg event (public)
- Misc Events (third party)
- The AGM, Winnipeg event (public)
- The Tree of Memories Ceremony, Winnipeg event (public)

**2—Donor & Sponsor Relations**

- Preparing packages for potential sponsors for both fundraising and educational events
- Following up with select sponsors via email and telephone
- Preparing post event sponsor thank you packages for both fundraising and educational events
- Writing effective donor request and thank you letters

**3--Other duties**

- Other duties as assigned by the Director of Development, the Manager of Volunteers, Events & Annual Giving and the Events Coordinator. This may include participation in the annual plan and budgets and assistance with the Society's direct mail program.
- As a member of the Development & Communications department, the Development Assistant attends weekly departmental meetings and participates in the planning and execution of all events.

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**SECTION 4 SUPERVISION EXERCISED**

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The Development Assistant may be responsible for training and supervision of volunteers for and at events and for limited supervision of contract staff working on event related activities.

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**SECTION 5 POSITION REQUIRMENTS**

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- Education from a post-secondary institution in a communications/public relations discipline or proven experience in event coordination and fundraising
- Exceptional verbal and written communication and interpersonal skills
- Keen attention to detail
- Strong organizational skills
- Experience working in events and fundraising
- Experience working with volunteers
- Proficiency in current Alzheimer Society computer software (Word, Excel, Outlook)
- Flexible schedule which allows occasional evening and weekend work.
- Use of vehicle