



# BOY SCOUTS OF AMERICA®

## PATRIOTS' PATH COUNCIL

**JOB POSTING DATE: February 28, 2019**

**Job Title:** Development/Fundraising Assistant  
**Company Name:** Boy Scouts of America, Patriots' Path Council  
**Address:** Cedar Knolls, NJ 07860

### **JOB SUMMARY:**

Responsible for the support and records management of the council special events and other fundraising records, as assigned.

### **ESSENTIAL FUNCTIONS:**

- Responsible for special events which have been assigned by the director of development.
- Responsible for all special event data management, receipting, billings, reconciliation, and thank you letters.
- Responsible for support of administrative web pages.
- Prepare items for audit preparation.
- At year-end, print and mail all fundraising contribution statements.
- Coordinate assigned details for various special events and projects.
- Attend all necessary events throughout the calendar year
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events and projects.
- Ability to understand and work within a budget. Keep accurate records and tally of money raised

### **SKILLS & ABILITIES:**

- Strong proficiency in Microsoft Word, Excel and PowerPoint, Adobe InDesign and Database management experience
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Excellent interpersonal skills
- Attention to detail and proven success managing logistics without errors
- Demonstrated ability to meet project deadlines
- Ability to multitask, prioritize and make efficient decisions
- Self-starter who takes initiative to finding new, more effective, ways to approach tasks

**MENTAL DEMANDS:**

- Reading, detail work, confidentiality, problem solving, language, training, math, reasoning, verbal communications, written communications, customer contact, multiple concurrent tasks, constant interruptions.

**MINIMUM QUALIFICATIONS:**

- Associates degree or two years of related work experience
- A good understanding of the Microsoft Office suite.
- Good organizational skills.
- 35 hours/week

**Job Type:** Full-time

**Salary:** \$16.00 /hour

**Benefits offered:**

- Paid time off
- Health insurance
- Dental insurance
- Retirement benefits or accounts
- Healthcare spending or reimbursement accounts such as HSAs or FSAs

**More information available at:**

<https://www.indeed.com/job/developmentfundraising-assistant-25a5f91f7216500d>