



## Job Position Description

**Title:** Development Assistant

### SCOPE:

The Development Assistant supports a growing development operation. Under the direction of the Director of Advancement & Community Engagement, the Development Assistant will coordinate, implement and expand all aspects of Union Station Kansas City's fundraising, volunteer and in-kind donation activities, events, projects and tasks. Responsibilities include coordinating grant submissions and reports; conducting prospect research (corporate, foundation and individual); assisting with donor cultivation; and assisting with donor stewardship, annual appeals and fundraising events. This opportunity is ideal for someone interested in gaining development and communications experience and strengthening their project management skills in an entry-level role.

### RESPONSIBILITIES:

- Provide support for Director of Advancement.
- Understand Union Station's programs, activities, operations, policies and procedures to perform all duties and achieve goals and objectives.
- Work with Director to determine a strategic plan that further engages and educates current donors and identifies prospects, creating a pipeline for major gift giving.
- Assist with public and private grant requests and reporting – compile necessary materials, write narratives, prepare grant proposals, letters of inquiry, reports and other materials.
- Maintain master grant calendar of upcoming application and reporting deadlines and ensure timely submissions.
- Prepare gift acknowledgement letters and other correspondences.
- Research corporations and foundations, and identify local businesses for charitable giving potential.
- Prepare donor prospect profiles and background materials.
- Maintain database of all donors, prospects, volunteers, and grant funders.
- Design and maintain an annual organizational calendar of donor stewardship activities and strategies that advance Union Station donors.
- Assist with corporate sponsorship sales efforts and fulfillment of sponsorship agreements.
- Draft sponsorship agreements; manage coordination of events and activities needed to support the delivery of sponsorships.
- With the Director, establish and maintain partnerships with community organizations and businesses to support our mission.
- Procure and maintain mailing and invite lists.
- Create content, write and edit external communications for social media, newsletters, solicitation letters, Union Station's website, and other pieces as needed.
- Perform other duties as assigned that may not be within the scope of this position.
- Some evening and weekend work may be required.

### DESIRED SKILLS AND EXPERIENCE REQUIREMENTS:

- Possesses a process efficiency approach to drive improved data capture and database management for overall development objectives.
- Ability to work autonomously and with limited direction.

- Proven ability and willingness to interact with the public.
- Outstanding written and oral communications skills, as well as listening skills.
- Excellent critical thinking, problem solving and organizational skills.
- Ability to manage multiple projects and deadlines.
- A team player who welcomes collaborative decision making.
- Strong customer service orientation.
- Ability to motivate and persuade others in a similar vein.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the routine to the highly creative and visible.
- Possess professional maturity, credibility, patience, good judgment, honesty, and integrity.
- Possess strong interpersonal skill and a warm and outgoing personality.
- Ability to lift event boxes, tables and chairs that can weigh 25-30 lbs.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree required.
- Two to three years of relevant fundraising experience, preferably in a nonprofit environment.
- General understanding of fundraising and gift development, including campaigns, annual giving, major gifts fundraising, planned giving, fundraising information systems and technology, prospect research, stewardship, and related activities.
- Experience in developing solid working relationships with co-workers, external constituents, and donors.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

*Union Station Kansas City is committed to employing a drug-free and diverse work force.  
EOE M/F/D*

**To Apply:**

Send resume and cover letter to:

Union Station Kansas City  
Human Resources Department  
30 W. Pershing Road  
Suite 400  
Kansas City, MO 64108-2422

Or email your résumé to: [employment@unionstation.org](mailto:employment@unionstation.org)