

## **Development Assistant**

### Toast of the Town

- Assist in the organization and attend all committee meetings
- Manage all administrative tasks (solicitation letters, committee and host requests, reservation questions) in a timely manner
- Coordinate all supplies for parties – including favors
- Organize communications with committee and donors which includes: emails, letters and phone calls
- Assist with planning of all events including kick-off party, Preludes and Accolades and all Toast of the Town parties
- Manage Toast of the Town reservations process
- Attend all events and Toast of the Town parties as assigned

### W. Neal Kocurek Scholarship Program

- Organize meetings and interviews
- Maintain files for the program – including keeping them updated which may require phone calls and correspondence with students and colleges
- Coordinate scholarship application binders for committee and staff
- Update and maintain score sheet
- Assist with the planning and attend the WNK scholarship dinner
- Order and coordinate the scholarship plaques and awards

### Health's Angels

- Organize and attend all meetings
- Assist in the communication to Health's Angels members that may include letters, emails and phone calls
- Compile grant proposal binders for staff and assist communications administrator with information for the website
- Assist in the planning and attend all events pertaining to Health's Angels

### Miscellaneous

- General administrative tasks as assigned by Director of Development, Community Events Manager and Database Manager
- Must be able to work flexible schedule due to many evening meetings and events
- Assist in the planning of various events associated with SDCHF including the community engagement luncheon with United Way and the Rock N Doc event in Williamson County
- Manage the signing and mailing of birthday cards to SDCHF constituents
- Archive newspaper and magazine articles
- Good interpersonal skills to interact with community volunteers and leaders