

Magnolia Speech School  
Development Support Specialist

**-Reports to Executive Director**

**-Skills Required:** 2–4 yr college degree  
3-5 years experience in similar setting  
Personable, enjoys children  
Excellent communication skills – written and verbal  
Excel or Lotus 123, Quickbooks, Windows, database systems  
Publisher (preferred)

**Duties and Responsibilities (10-15 Hours A Week):**

Three-way check of incoming funds/deposits of all transactions (including Online Transactions) on a scheduled weekly process.

- Monthly Balance & Reconciliation Reports for monthly meetings
- Upon Request Donor Perfect Data & Contact Reports throughout the year
- Data Entry of transactions into Donor Perfect on a scheduled weekly process
- Inform development staff and all necessary parties of all donor transactions received on a weekly basis and process accordingly

Prepares letters of acknowledgement for all donors, mail acknowledgement letters on a scheduled weekly process.

- Send notifications of memorials/honorariums

Be available to Development Staff for tasks related to MSS scheduled fundraising special events (also to include possible public phase capital campaign)

- Silent Auction
- Printing
- Other logistical needs

Be able to be timely and responsive to End of the Year contributions and produce appropriate acknowledgment.

