



Job Title: Development Assistant
Reports to: Development Manager
Classification: Full-Time
Status: Exempt

Summary: Assist the Development Manager in the implementation and fulfillment of EEI's sponsorship program, organize deliverables of sponsorship agreements, provide administrative support to the department, and accomplish other tasks as assigned.

Essential Duties and Responsibilities include the following:

- Research and gather information on potential new sponsors and trade fair vendors. Maintain a thorough contact database of all sponsors and potential leads.
- Provide administrative support to the Development Department, including but not limited to:
 - Assist with file management for all components of fulfilling sponsorship such as logo collection, PA announcements, :30 jumbotron spots, social media posts, signage, event ticket assignment, and more.
 - Assist with Sponsor deliverables fulfillment and packets.
 - Assist with program artwork and website proofing.
 - Assist with organizing fully executed contracts for the Development Team.
 - Manage event items and lists for development.
 - Assist with payment collection, logging checks, sending invoices, and thanking sponsors for payment.
- Perform onsite logistics including, but not limited to assist sponsors with move-in/move-out, production coordination, inventory, distribution of materials, and extensive errands.
- Create and Manage tasks for the Official Scavenger Hunt. Ensure response validity during the event.
- Assist with any adjunct activities associated with the event (Receptions, Dinners, Award Ceremonies, etc.)
- Maintain thorough and accurate sponsor signage inventory
- Attend monthly board meetings and submit routine reports to Director of Development upon request
- Perform other duties and tasks as assigned

Ideal candidate will have extensive experience in Microsoft Office (Word, Powerpoint, Excel), database CRM, custom sales software, social media experience, customer service experience, and the ability to adapt rapidly in a fast-paced environment. Must be articulate in verbal and written communications, maintain company and client confidentiality, work well in a team environment, and be able to lift 50 lbs.