



# SHRIVER CENTER

Sargent Shriver National Center on Poverty Law

## Full-time Employment Opportunity Announcement – March 6, 2017

**Position Title:** Development Associate

**Reports to:** VP of Development

**Location of Job:** Chicago, Illinois

### **Organizational Description**

The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not-for-profit organization that provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. We engage in a broad range of interrelated policy areas and accomplish our mission through programs involving legislative and administrative advocacy and education, policy development, litigation, organizing, communications, and training.

*At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.*

### **Position Description**

To help support the successful launch of the Shriver Center's 50<sup>th</sup> anniversary and major gifts campaign in 2017, we are seeking a full-time Development Associate. The key responsibilities for this position include entering donor information, grants and donations into the organizational database (CIVICRM), data cleanup and management of constituent records, gift processing, preparing donor acknowledgement letters, prospect donor research, donor mailings, generating reports and a variety of other activities in support of the Shriver Center's development efforts. The individual selected for this position will have previous experience working with large quantities of data and supporting fundraising activities for a non-profit organization.

### **Responsibilities**

*These responsibilities describe the general nature of the work to be performed and should not be construed as an exhaustive list of responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Accurately records constituent data, donations, grants and other revenue in CIVICRM
- Prepares donor acknowledgement letters, pledge reminders, and related correspondence for mailing
- Assists with updating contact information, management and clean up of constituent data in CIVICRM database, including de-duplicating and cleaning up records to ensure a high-quality organizational database
- Generates reports from CIVICRM database
- Assist the development team with tracking donor cultivation, solicitation, and stewardship plans in CIVICRM database

- Supports the development team and technology staff in identifying and addressing routine data or operational problems with the new CIVICRM database
- Works with Operations staff to reconcile CIVICRM and accounting systems monthly or as needed
- Performs administrative tasks necessary for donor record keeping and documentation
- Assists in the preparation of donor mailings and registration lists for events
- Conducts donor prospect research and tracks prospect information for the development team
- Maintains the privacy of donors' personal and financial data
- Provides support to staff in the planning and execution of a range of fundraising and other events as needed
- Other duties as assigned

### **Physical Demands**

While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within the context of a moderately noisy office. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.

### **Qualifications**

- Minimum 3 years of administrative experience working with donor databases; familiarity with Raiser's Edge and/or CIVICRM databases a strong plus
- Meticulous attention to detail and accuracy; excellent oral and written communication
- Excellent keyboarding skills with the ability to produce high volume, high quality data
- Strong written and verbal communication skills in English
- Computer literate with strong skills in MS Office products, familiarity with databases and ability to learn new database programs
- Organized, extremely detail-oriented, ability to prioritize and work under pressure, with a flair for creative problem solving
- Demonstrated track record of creating and maintaining strong client relationships
- Ability to work in a team environment
- Possess the ability to manage and prioritize multiple tasks simultaneously and problem solve quickly in a deadline driven environment.
- Excellent interpersonal skills - ability to work well with staff, volunteers and other internal departments
- Availability to work to support nighttime events from time to time as needed
- A deep commitment to the vision, mission and values of the Shriver Center

The Shriver Center offers an inspiring and high-energy work environment and a dynamic, collaborative culture. Our people are our greatest asset—we seek to hire individuals from diverse backgrounds who are professional, collegial, and creative thinkers with a passion for our mission.

### **Salary & Benefits**

This is a full-time position that offers a competitive salary based on experience and a comprehensive benefits package.

### **Opening/Closing Date**

This position will begin April 1, 2017 or as a candidate is selected.

### **How to Apply:**

To be considered for this position, please send a cover letter, resume, short writing sample, and references to Venu Gupta at [hr@povertylaw.org](mailto:hr@povertylaw.org). For more information, visit our website at [www.povertylaw.org](http://www.povertylaw.org).