

Job Announcement: March 21, 2019

Position Title: Development Associate
Reports to: Vice President of Development
Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The primary role of this position is to manage the data integrity of constituent information, support the development team with useful data to shape annual fundraising strategy, and manage the monthly donor program. The key responsibilities for this position include entering donor information, grants and donations into the current 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. While this position focuses heavily on data, it also involves donor engagement and solicitation activities for the monthly donor program.

- Work in conjunction with the technology department on the database conversion from CIVICRM to an industry standard system by Q3 of 2019
- Participate in external facing development activities by managing the monthly donor program
- Accurately record constituent data, donations, grants and other revenue in database
- Prepare donor acknowledgement letters, pledge reminders, and related correspondence for mailing

- Ensure data accuracy by deduplicating records, administering database credentials and access, editing and customizing database fields, and generating outward facing donation and event registration pages
- Generate and present reports from constituent database
- Assist the development team with tracking donor cultivation, solicitation, and stewardship plans in database
- Support the development team and technology staff in identifying and addressing routine data or operational problems with the database
- Work with Operations staff to reconcile systems monthly
- Assists in the preparation of donor mailings for annual campaigns 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

Requirements:

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.

- Minimum two years of administrative experience working with donor databases; familiarity with Raiser's Edge, Salesforce, and/or CIVICRM databases a 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
- Computer literate with strong skills in MS Office products, familiarity with databases and ability to learn new database programs
- Ability to prioritize and work under pressure, with a flair for creative problem solving
- 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 evening events as needed
- A deep commitment to the vision, mission and values of the Shriver Center

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately, closed when filled.

Applications: Send a cover letter and résumé to Keenya Lambert at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

