



DEVELOPMENT ASSOCIATE Job Description

About The Global Fund for Children

The Global Fund for Children (GFC) transforms the lives of vulnerable children on the edges of society and helps them achieve their potential. We do this by investing in innovative grassroots organizations that serve the world's most vulnerable children—street children, trafficked children, refugees—in more than 50 countries worldwide. Our grassroots partners are working every day on global issues—from child trafficking, to child labor, to girls' education. GFC supports these organizations with financial resources, management training, capacity building and technical assistance to help them become sustainable and reach more children in need. Since 1997, GFC has reached nearly 10 million children worldwide.

Position Description

The Development Associate will report to the Executive Vice President and support the U.S. development team in all ways administrative and operational. He/She will also support the operations of the development department and database management.

Specific Responsibilities

Fundraising Support

- Support GFC's efforts to deepen connections with existing donors by drafting customized letters and notes, and preparing individualized reports on specific issues and topics.
- Provide a high-quality experience for all donors in their interactions with GFC by speaking with donors and supporters at events, talking with donors by telephone, and providing flawless and timely written communications.
- Assist senior management and the development team with their cultivation, solicitation and stewardship efforts
- Prepare informational packets and materials for distribution at events and activities.
- Prepare reports and presentations for internal and external use.
- Provide donor engagement support to the Executive Vice President – including, but not limited to meeting scheduling, arranging travel logistics, maintaining trip itineraries, donor follow-up tracking, etc.

Development & Communications Operations Support

- Manage the receipt, acknowledgement, recording, and internal reporting of all donations and gifts, including filling out gift forms, distributing daily gift reports, providing taxpayer identification numbers to donors, entering and correcting database entries, preparing and sending out tribute cards, completing and submitting matching gift forms, updating and sending acknowledgement letters, and other related responsibilities.
- Assist the Associate Director of Development Operations in maintaining the donor database, assuring the accuracy of records, and generating routine reports.
- Oversee state charitable and other registrations.
- Manage content for GFC's social media accounts
- Assist EVP and development team with event planning and preparation

Administrative Support

- Maintain the development team's calendar and files, manage communication and marketing's production calendar.
- Provide team meeting support – scheduling, preparation, minute-taking, follow-up tracking.
- Ensure team supplies are available and replenished as needed.
- Provide writing and editing support as needed. Schedule and coordinate meetings, appointments, and outreach efforts
- Coordinate all domestic and international travel
- Submit and reconcile expense reports
- Copy, scan, and collate materials as requested
- Assist in resolving any administrative problems

Qualifications

- Undergraduate college degree.
- Outstanding organizational, multitasking, and communication skills with strong attention to detail.
- Basic knowledge of grant processes and funding sources for vulnerable children and youth around the world.
- Sound understanding of non-profit fundraising principles.
- Self-starter able to initiate work, complete tasks and meet deadlines with minimum supervision.
- Strong knowledge of Microsoft Office programs.
- Familiarity with The Raiser's Edge.
- Ability to work in a fast-paced environment and produce high-quality work in a timely manner.
- Prior development experience with proven success in raising funds for non-profit organizations preferred.
- Experience with children's issues or international development is a plus.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively work with donors and staff.
- Unimpeachable ethical standards and personal integrity.
- Experience working for an international organization and a culturally diverse workforce is preferred.
- Passion for GFC's mission, and an unyielding commitment to making the world a better place and improving the lives of children.

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The position is based in Washington, DC.

The Global Fund for Children is an equal opportunity employer.

The Global Fund for Children offers a competitive salary and excellent benefits. Please visit our website at www.globalfundforchildren.org to learn more. To apply, please submit a cover letter and resume to careers@globalfundforchildren.org. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible.