

Development Associate, Donor Relations

Who we are:

Global Fund for Children works to build a world where all children and youth are safe, strong, and valued. To that end, we partner with innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. By pairing flexible funding with targeted capacity development services, we help our partners grow stronger and more responsive to challenges on the ground. Since 1997, we have invested \$51 million in more than 900 organizations, reaching 11 million children and youth worldwide. Learn more: www.globalfundforchildren.org.

Who we need:

GFC is recruiting for a Development Associate, Donor Relations. The ideal candidate will assist with the sustainability and growth of the individual giving portfolio at Global Fund for Children. This position will be located in Washington, DC and will report to the Senior Manager, Donor Relations, working in close collaboration with the Director of Partnerships, UK Managing Director, CEO communications team, and program staff.

A successful candidate must excel in an evolving environment that values innovation, efficiency, collaboration, service, and social entrepreneurship. They must also have the proven ability to effectively communicate across teams and leadership, and manage a high volume of details to support organizational fundraising. They will strive to raise the bar of expectations for the development team leading to increased revenue and donor satisfaction.

This is an exciting opportunity to be part of GFC's mission and vision, and to embrace our values of courage, passion, partnership, learning, inclusion, and excellence.

What you'll do:

- Support Senior Manager, Donor Relations and wider development team with administrative duties, specifically with the cultivation and stewardship of major donors and prospects:
 - Capture interactions with donors and prospects in Raiser's Edge NXT;
 - Populate action steps for pipeline owners including CEO and UK Managing Director;
 - Assist with planning and execution of major donor focused events and webinars;
- Assist with drafting of major donor communications such as renewal letters, acknowledgements, and other annual stewardship materials;
- Assist with planning and execution of fundraising campaigns to grow low dollar, midlevel, and monthly donor portfolio;
- Assist with data entry and maintenance of Raiser's Edge NXT including creating constituents, generating lists and reports, and working with operations team to ensure that all gifts have been recorded accurately.

- Assist the development team with administrative tasks including sending materials, updating and creating donor packets, and researching donor prospects;
- Serve as main point of contact for external vendors when planning donor-facing events;
- Assist with travel planning and coordination for CEO and Senior Manager, Donor Relations and other team members as needed for donor-related trips;
- Other duties, as assigned.

What we're looking for:

- Bachelor's degree or equivalent combination of education and experience;
- Minimum two years of relevant professional work experience;
- Analytical, thoughtful, with strong attention to detail;
- Flexible, problem-solving approach, and resourceful;
- Outstanding communication skills, both oral and written;
- Highly organized, reliable, and able to set and balance multiple priorities;
- Ability to work independently and in a collaborative team environment;
- Experience with CRM databases or ability to rapidly learn them, bonus for previous experience with Raiser's Edge NXT
- Proficiency with Microsoft Office and Dropbox products. Proficiency with Zoom and Zoom webinar a plus.
- Experience working with multiple organizational stakeholders, including peers, directors, and executive level staff; and
- Prior fundraising experience, preferred but not required;
- Commitment to GFC's mission and values.

How to apply:

Please send **(1) a cover letter, (2) a resume or curriculum vitae, and (3) at least one writing sample** to careers@globalfundforchildren.org with "Development Associate" in the subject line. The annual salary range for this position is \$45,000 to \$50,000. Please include your salary expectations in your application materials.

Position is open until filled for immediate hire, and only short-listed candidates will be contacted.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from diverse communities to apply.

If you are an applicant with a disability and require a reasonable accommodation to apply, please send an email to careers@globalfundforchildren.org with your request.

Learn more about us at www.globalfundforchildren.org.