



Development Operations Associate

Department: Development
Employment Type: Full-time exempt
Reports to: Director of Major Gifts
Compensation: \$50,000 - \$60,000
Location: Washington, DC; Hybrid
Language: English
Deadline for applications: August 1, 2024

How to apply:

To complete your application, visit <https://global-fund-for-children.breezy.hr/p/5d6a84b3b58d> and click "Apply to Position."

How does it all work?

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 more than \$44 million in over 700 organizations. Our work advances the rights of children and youth across four focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth centered.

What Will You Be Doing

The primary purpose of this position is to manage the operational functions of the Development, Marketing, and Communications team. This position reports to the Director of Major Gifts.

Core Responsibilities:

- Manage the Salesforce database and ensure accurate donor records for individuals and foundations, with particular focus on managing the conversion from Raisers Edge to Salesforce
- Act as the liaison between the Development, Marketing, and Communications team, and Operations and Finance teams to coordinate on processing gifts and payments
- Support the Vice President of Strategic Partnerships on budgeting and projections
- Run regular reports from Salesforce
- Write and send acknowledgments and gift receipts
- Manage data related to events, mailings, and prospecting such as tracking and updating RSVP lists across different platforms
- Track deadlines and deliverables
- Manage invoices and payments

Core Competencies:

- Experience with Salesforce required
- Experience with iWave, Raisers Edge preferred
- At least 2 years of experience working on a fundraising or finance team
- Ability to successfully work across teams and time zones
- Ability to communicate professionally and effectively with internal and external audiences including donors, vendors, and partners.
- Experience working at an international nonprofit preferred
- No specific educational requirements

How to apply:

If this sounds like a fit for your skills, experience and ambitions, we want to hear from you. To complete your application, visit <https://global-fund-for-children.breezy.hr/p/5d6a84b3b58d> and click “Apply to Position.”

If you encounter an issue with the online application form, please contact us at careers@globalfundforchildren.org. Please send a cover letter covering how you meet the requirements in this Job Description and a resume to careers@globalfundforchildren.org with “Development Operations Associate” in the subject line. Only short-listed candidates will be contacted. Learn more about us at www.globalfundforchildren.org.

GFC offers a generous benefits package and provides a flexible and engaging work environment.

Additional benefits include:

- Generous paid leave
- Employer contribution to 401k retirement plan
- Wellness days
- Investment in your Continuous Professional Development and progression
- Scope for involvement in our Committees – DEIA, Ways of Working, Global Equity/Compensation

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all team members. We particularly encourage applicants from communities that have historically been excluded from philanthropy and from under-represented groups including candidates who are LGBTQ+, from Black, African, and Afro-descendant or indigenous communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds.