



Development Assistant

The Development Assistant works closely with the Development and Communications Director and Executive Director to meet the financial goals of the organization. Primary responsibilities include managing the donor database, producing donor acknowledgements, and assisting in the coordination of fundraising events.

Hours: .6 FTE (24 hours per/week). WISE core hours are 8:30 am to 4:30 pm. This position will have a regular set schedule within these core hours. The position requires occasional evening or weekend hours.
Reports to: This position reports to the Development and Communications Director.

Responsibilities:

- Data entry of gifts, contact information, and other relevant donor information
- Prepare general ledger reports from donor database on revenue received.
- Generate gift histories, mailing lists, and other donor-related reports from database as needed.
- Ensure accurate data in donor database (e.g. current mailing addresses, marital status, etc.)
- Prepare and send donor acknowledgements.
- Maintains private funding, municipality appropriations, and reporting schedule.
- Provide support for annual fundraising campaigns and special events.
- Perform other duties as requested by the Development Director or Executive Director.

Skills/Qualifications:

- Computer-literate; experience with donor databases preferred.
- Highly organized with careful attention to details.
- Strong oral and written communication skills.
- Demonstrated skills in coordinating multiple priorities.
- Previous experience working in development program of a nonprofit organization is a plus.
- Required to be competent using Microsoft Suite applications including Outlook, Word, Excel, and PowerPoint.
- Clear and calm judgment, discretion, and competency for strategic and diplomatic collaboration.
- Knowledge of issues related to gender-based violence, and a feminist framework for understanding gender-based violence is a plus. Openness to learning and completion of the WISE Foundations of Gender-based Violence is expected.
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage.
- Bachelor's Degree or Associate's Degree preferred.

All WISE employees are expected to honor staff values and practice ethical communication.