



Position Opening: Development Associate

Full-time - Hourly Non-Exempt

Rate of pay \$24.00 per hour

Generous benefit package including:

- Generous PTO accrual (20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance paid by DAIS
- Short-term & Long-term Disability plans paid by DAIS
- Employee Assistance Program (provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training

About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

DAIS is an equal opportunity/affirmative action employer

About the Job:

This position serves as the Development Team's data entry lead in the Raiser's Edge database for all data related to development work, including but not limited to creating new contacts, entering donations and pledges, uploading documents, batch updates of fundraising campaign or stewardship activity, and entering actions or notes as directed by the Executive Director and/or Development Director. The Development Associate has responsibility for developing database standards and operating procedures to ensure consistency across the organization and for maintaining the integrity of the donor database through updates and cleanup. In addition, the Development Associate regularly analyzes the database for opportunities to improve data quality and drives the successful execution of gift processing, acknowledgments, and stewardship tasks.

Day to day data management tasks include processing gifts received by mail and online, including checks, credit and debit cards, ACH, stock transfer, and in-kind gifts, processing recurring gifts for sustaining donors, managing recording of one-time and multi-year pledges from individuals and organizations, and preparing and sending donor acknowledgements, pledge reminders, and invoices. Additionally, this position also provides support and assists with development/communication activities, including but not limited to responding to donor inquires, scheduling team meetings and other internal events, communications to board members and volunteers as needed, providing data to support grant applications and/or reports, proofreading and editing communication materials, and providing a vital support for special events which may include guest registration, event communications, logistical support, and day of event participation. This position is scheduled for standard daytime hours, though some evenings and weekends are necessary depending on the needs of the organization.

Qualifications:

- A bachelor's degree is preferred, though relevant work experience may be considered in lieu of a degree.
- A minimum of three years providing administrative support or equivalent related experience is required.
- Experience with database management is required (Raiser's Edge is preferred).
- The ability to handle confidential information and materials with appropriate discretion is required.
- A working knowledge of and experience with Excel, PowerPoint, and Word is required.
- Excellent time management skills with ability to handle multiple projects is required.
- Excellent communication (verbal and written) and customer service skills is required.
- Excellent relationship building skills are required.
- The ability to work independently, problem solve, take initiative, and exercise appropriate professional judgement is required.
- Familiarity with administrative and/or fundraising functions of nonprofit organizations is preferred; as is a working knowledge of basic accounting principles.
- Experience successfully implementing projects that include data and system Integrations preferred.
- Must be authorized to work in the United States without sponsorship.

How to apply:

- **Submit the following three things:**
 - ✓ Cover letter – tell us a little about yourself.
 - ✓ Resume – tell us what you have done in the past.
 - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- **Incomplete applications will NOT be considered.**
- **Applications will be accepted until the position is filled.**
- **Complete applications may be submitted:**
 - Via email as an attachment to: daisemployment@abuseintervention.org
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)