Interim Development Associate (Contracted)

LOCATION: Remote
REPORTS TO: Sustaining Giving and Stewardship Manager
COMPENSATION: $50-60/hr
BENEFITS: Health benefits and paid time off are not included

About Children’s Literacy Initiative
Children’s Literacy Initiative is a 501(c)(3) non-profit working with birth-5th grade teachers committed to strengthening early childhood education and ending racism. Our goal is to provide Black and Latinx students with the high-quality education they deserve.

The Development and Strategic Communications Team
The development team encompasses several members and functions including strategic communications and digital marketing, major giving, institutional giving, gift planning, database management, grant writing, and prospect research. We are all connected by a passion for CLI’s social justice mission which is deeply interwoven into our fund development and donor engagement work.

The Position and What We’re Looking For
CLI is seeking an interim contracted Development Associate (25 hours / week) who will be responsible for supporting and administrative aspects of our fundraising activities. Reporting to the Sustaining Giving and Stewardship Manager, the Development Associate will be a highly skilled CRM expert who manages/maintains the Raiser’s Edge donor database, assist in sending communications through selected email marketing platform, support the team in national and local fundraising initiatives with individual and institutional donors, and provide administrative support to the department.

Who You Are
You are passionate about CLI’s social justice mission and are eager to support the success of the fundraising team. You are an outstanding and adaptive communicator. You are energized by data, the story it tells about donor engagement and opportunity. You possess strong organizational skills, exceptional attention to detail, and are comfortable juggling multiple projects, tight deadlines, and a rapid pace of work.

Essential Responsibilities
In this role, you have four categories of responsibilities which will be your charge. The following are the examples of the types of activities that make you a successful member of the team:

DATABASE MANAGEMENT, REPORTING, and ANALYSIS
- Maintain Raiser’s Edge donor database and documentation with accuracy
- Synthesizes and analyzes data extracted from the CRM (see the story in the data)
- Generate regular and ad hoc reports for the fundraising team, senior leadership, and finance including gift, constituent, opportunity reports and mailing lists
- Work closely with finance department for timely maintenance and reconciliation of donor and gift records
GIFT PROCESSING and DONOR STEWARDSHIP
- Accurately process donations (online, checks, and non-cash assets such as DAF contributions, wire/stock transfers, etc.) in the Raiser’s Edge database
- Prepare acknowledgement letters and other correspondence, adhering to CLI donor stewardship protocols
- Working with printing vendor, facilitate weekly mailings of gift acknowledgement letters,
- Ensure smooth online gift processing through FundraiseUp portal, spot-checking for accuracy in Raiser’s Edge database
- Monitor and process matching gift pledges and payments via Double The Donation and other applicable gift matching platforms and Raiser’s Edge database
- Coordinate ThankView video campaigns for portfolio managers
- Produce weekly Gift Report, using worksheet template
- If needed, facilitate batch gifts uploads to Raiser’s Edge database

COMMUNICATIONS AND CAMPAIGN SUPPORT
- Help manage campaigns, create and consulate on donation forms, run reports, and maintain email lists using Mail Chimp integration with NXT
- Layout, proof, and send donor marketing emails including The Read (CLI’s donor newsletter), Legacy for Literacy (CLI’s Gift Planning Newsletter), and event invites, etc.
- Assist with funder communications and grant proposals

GENERAL
- Provide general administrative support to the development team
- Provide administrative support to the team in completing expense reports
- Initiate regular data health audits and donor record maintenance
- Monitor two fundraising general email accounts, altering appropriate team member to required action
- Take notes and communicate decisions and action steps for weekly team meetings

Requirements
- 3+ years’ development experience
- Expertise with Raiser’s Edge (database and NXT) or similar CRM preferred
- Technical and database acumen
- Excellent verbal and written communications skills
- Impeccable attention to detail
- Available 5 days per week from 9am – 2pm Eastern, with some flexibility as needed
- Self-directed, with ability to collaborate with team and meet deadlines
- Ability to prioritize and respond to ad hoc requests while completing regular responsibilities
- Professional, customer-oriented demeanor with team members, clients, partners and funders
- Proficient in MS Office Suite and Teams
- Positive, flexible, can-do attitude
**Core Competencies**

Mission Alignment and DEI

Demonstrate the motivation, commitment, and ability to apply a DEI lens to their work necessary to positively impact and empower our teachers and ultimately children.

Analytical Thinking

Tackle a problem by using a logical, systematic, sequential approach.

Building Collaborative Relationships

Develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Problem Solving

Identify and/or anticipate a problem, analyze the situation, offer an appropriate range of recommended solutions, and when appropriate, decide on and implement a course of action.

Quantitative Analysis

Review quantitative data sets in order to recognize patterns, identify additional information or data needed, and draw conclusions.

Results-orientation

Achieve the desired goal by planning and working towards it proactively.

**Children’s Literacy Initiative is an Equal Opportunity Employer**

**To Apply:** Please email a resume and thoughtful cover letter, outlining how your skills, experience, and interests meet the qualifications of the position with the subject line “Contracted Development Associate” If you have any questions about the position, please email Rebecca Helberg at rhelberg@cli.org.

We will be reviewing on a rolling basis. We will continue reviewing until the position is filled, with the position starting February 2022, if we have found the right candidate. We will be in touch with all applicants to inform them if their application is moving forward. If you haven’t heard from us, it means we are still reviewing your application.