



JOB POSTING
Development Assistant
Application Deadline: Monday, November 8, 2021

Job title: Development Assistant
Reports to: Development Director
Job type: Full time
Salary: \$17-18 per hour

Application Link: <https://forms.office.com/r/j2D9wGV4fC>

The mission of The Advocates for Human Rights is to implement international human rights standards to promote civil society and reinforce the rule of law. By involving volunteers in research, education, and advocacy, we build broad constituencies in the United States and select global communities.

Position Summary

The Development Assistant supports the development team and plays an important role in advancing the mission of The Advocates by assisting in all Development functions.

This position is currently hybrid, with 2-3 days in our downtown Minneapolis office and 2-3 days working from home.

Primary Duties and Responsibilities

- Database Support
 - Assist with management of constituent database, including maintaining, updating, and correcting records as well as creating reports and producing queries as needed
 - Track timelines, appeal responses, and giving trends to ensure goals are met
 - Process donations and prepare acknowledgement letters and other correspondence
 - Generate revenue reports and assist with financial reconciliation
- Events Support
 - Assist with administrative details associated with virtual and in-person fundraising events, including generating mailings, receiving RSVPs, and registration
 - Assist with the planning, organization, and implementation of the Human Rights Awards Dinner—The Advocates for Human Rights' largest annual fundraiser
- Fundraising Appeals Support
 - Coordinate mass mailings, including generating mailing lists, assisting with production of invitations/letters, and securing volunteers to assemble the mailing
 - Draft donor correspondence, acknowledgment letters, and social media content related to fundraising
 - Assist with fundraising appeals
 - Collaborate with Communications Department to execute online appeals and oversee presence on online giving platforms
- Administrative Support

- Maintain Development files
- Coordinate recruitment and hiring of Development interns
- Supervise Development interns and volunteers
- Provide administrative support to the Development team
- Other duties and responsibilities as assigned

Qualifications

- Excellent organizational and analytical skills
- Strong verbal and written communication abilities
- Outstanding attention to detail
- Demonstrated ability to establish priorities and manage concurrent projects effectively, set priorities, and follow through
- Strong interpersonal skills

Preferred Qualifications and Experience

- Bachelor's degree or equivalent
- Experience with a constituent relationship management database
- Demonstrated commitment to human rights and/or social justice

Compensation

Compensation is commensurate with experience and is consistent with similarly sized nonprofits in the Twin Cities Area. Our generous benefit package includes vacation, medical, dental, long-term disability/AD+D/life insurance, and pre-tax retirement plan.

To Apply

Please use the following link to submit your application, letter of interest, and resume:

<https://forms.office.com/r/j2D9wGV4fC>

No phone-calls or e-mail inquiries, please.

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The Advocates for Human Rights is an equal opportunity employer. The Advocates is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.