

JOB POSTING
Development Assistant
Application Deadline: Open Until Filled

Job title: Development Assistant
Reports to: Development Director
Job type: Full time, hybrid
Salary: \$19-20/hour
Apply here: <https://forms.office.com/r/m49d5fgKWd>

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 3 days in our downtown Minneapolis office and 2 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
- Process donations and prepare acknowledgement letters and other correspondence
- Generate revenue reports and assist with financial reconciliation
- Track timelines, appeal responses, and giving trends to ensure goals are met

Events Support

- Assist with the Human Rights Awards Dinner:
 - Manage the backout and deadlines
 - Work with vendors and program participants
 - Work with committee to identify host committee members
 - Liaise with host committee members
 - Assist with sponsor outreach
 - Oversee the silent auction
 - Coordinate check-in and check-out at the event
- Assist with annual house parties and salons
 - Manage the backout and deadlines
 - Work with program directors to identify hosts, co-hosts, and matching fund providers
 - Liaise with hosts and co-hosts
 - Coordinate check-in at the event

Individual Donor Support

- Assist with deepening individual donor relationships

Administrative Support

- Maintain Development files
- Coordinate recruitment and hiring of Development interns
- Supervise Development interns and volunteers
- Provide administrative support to the Development team

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, sick leave, 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, cover letter, and resume:

<https://forms.office.com/r/m49d5fgKWd>

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.