



**TROUBLE THE WATERS.
HEAL THE WORLD.**

Job Title: Development Associate
Reports: Director, Strategic Partnerships
Status: Full-Time, Exempt, Salaried

Auburn is a multifaith leadership development and research center working with secular and faith-rooted justice leaders on a national scale, as well as at the grassroots level, who exhibit the drive and potential to awaken the spirit of possibility within each of us to catalyze change and face the challenges of our fragmented, complex time.

Using innovative, research-based methodologies, Auburn equips bold and resilient leaders to frame the critical conversations of the day, and to mobilize the public to work across divides to create the world for which humanity longs. We provide them with education, research, support, and media savvy, so that they can bridge religious divides, build community, pursue justice, and heal the world. Learn more at AuburnSeminary.org.

SUMMARY

The Development Associate provides crucial support for a wide range of fundraising activities in a busy environment. Being proactive, highly organized, detail-oriented, taking ownership of tasks, managing priorities, exercising good judgment, and taking directions well are instrumental to the success of this position. This person will provide crucial support for the team in a wide range of fundraising activities. The Development Associate can expect to deepen and expand their administrative, data management, and fundraising skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE

- Provides administrative support to Development team.
- Drafts correspondence and edit written materials, coordinate scheduling and take meeting notes
- Completes expense reports, submit departmental invoices for payment, monthly revenue reconciliation with Finance
- Coordinates productions and mailings of online and print appeal letters as directed.
- Perform donor and prospect research, craft donor briefings, and ensure leadership is well prepared for donor engagements including major gift prospects and maintains research profile folders.
- Acts as a liaison between the department and various departments as directed throughout Auburn to ensure timely responses and efficient communication between departments.
- Lead prospect and foundation research.

DATABASE

- Manage Salesforce database with primary focus on data entry, creation of constituent records and generating reports and dashboards
- Coordinates Auburn's print and electronic appeals, stewardship activities, major gift cultivation, solicitation and overall fundraising operations.
- Ensuring the integrity and accuracy of donor data.

GIFT PROCESSING

- Manage and tracks all daily check batch and all incoming donations to Auburn in Salesforce.
- Manages and generates all gift acknowledgment letters, ensuring that gifts to Auburn are acknowledged in a timely way, and in accordance with the department's donor stewardship process.
- Assists in completing the check-log process to ensure reliable record keeping of all pledges, donations, and accompanying communications from donors and funders.
- Prepares and sends pledge reminders and donation invoices.

QUALIFICATIONS & REQUIREMENTS

- Minimum of 2 years experience in a nonprofit organization in a fundraising or development office capacity, academic, or other mission-driven organization.
- Bachelor's degree preferred.
- Minimum of 2 years experience using Salesforce or similar CRM database platforms.
- Proficiency in Microsoft Office (especially Excel, Word, Outlook and PowerPoint)
- Professional demeanor and highly motivated team player, with good interpersonal skills.
- Excellent oral and written communication and attention to detail including strong grammar, proofreading, and editing acumen.
- Commitment to quality work and presentation, strong organizational and time management skills.
- Ability to maintain a high level of discretion and confidentiality in all aspects of job responsibilities.

COMPENSATION AND HOURS

Commensurate based on experience and extensive benefits package. Monday through Friday, 35 hours, currently temporarily hybrid remote due to COVID-19 and is subject to change.

APPLICATION PROCESS

Please visit our [job listing](#) to apply.