Isles Development Associate

Isles Inc. has an immediate need for a full-time Development Associate. The Isles Development team is responsible for leading all aspects of Isles' vital fundraising activities. This position will independently manage and assist with a variety of integral fundraising efforts including direct mail, special events, annual appeals, and donor engagement and stewardship.

Are you a self-motivated individual with a proven track record of working with a fundraising team in a fast-paced setting who wants to make a difference at one of the most innovative and successful nonprofits in the region? Are you an experienced, creative and enthusiastic development professional who has the passion to help make Isles services even better? This position will play a critical role in Isles' long term success by helping the Chief Development Officer identify, develop, and grow significant, sustainable relationships with individual donors who can provide us with necessary financial resources for years to come.

We seek a person who can efficiently perform key administrative functions including: 1) coordinating and implementing major mailings; 2) managing our SalesForce donor database; 3) accurately entering critical data; 4) analyzing performance metrics; and 5) coordinating with finance to ensure appropriate bookkeeping. In addition to these administrative functions, the Development Associate will work collaboratively with team members to coordinate Isles fundraising and stewardship events including but not limited to: 1) coordinating event logistics; 2) procuring vendors and managing contracts; 3) creating invitation lists; 4) tracking attendees; and 5) reconciling post-event financials.

The Development Associate will serve as a critical part of Isles' efforts to cultivate, solicit and steward our major donors. S/he will support the organization's approach to growing revenue through individual giving; manage the tracking of our programs through SalesForce; and provide financial reporting to leadership. S/he will work closely with Isles Services to ensure that reporting is accurate and development opportunities are maximized. S/he will help develop and coordinate fundraising strategies to increase annual major gifts using an integrated approach, and s/he will manage communication strategies to increase annual philanthropy awareness and gifts. The Development Associate will play an essential role in ensuring that Isles stewardship events are a success.

The position reports to the Chief Development Officer, and works in close collaboration with our Communications team, the President/CEO, COO, and Finance Team.

Qualifications:

Ideal candidates will have strong organizational, clerical, analytical, writing, and database skills, as well as the ability to design and implement donor and stakeholder focused events. Specifically, Isles is looking for a candidate with the following:

- A Bachelor's degree (or equivalent experience) in Fundraising, Marketing, Business, Sales, Organizational Development or a relevant field
- A minimum of two (2) years' experience in fundraising or business
- Strong Microsoft Office skills, especially in Excel and Word
- Experience using donor database software; SalesForce experience strongly preferred
- Demonstrated proficiency with data entry, data analysis and data reporting
- Excellent written communication skills for daily correspondence, including proofreading, spelling and grammar
- Strong oral communication skills, including presentation, liaison and negotiation skills
- Demonstrated tact and diplomacy in sensitive situations, and respect for confidentiality
- Demonstrated ability to work well independently and to handle deadlines, pressure and changing priorities with good judgement
- Demonstrated keen attention to detail and ability to analyze for discrepancies and/or trends
- Significant experience in special event planning and implementation
- Demonstrated ability to relate to and work effectively with a variety of people

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Applicants should send cover letter, resume and writing sample to hr@isles.org