

## Development Associate - Strategic Database Management

Are you an experienced, enthusiastic **Development professional** with a passion for analyzing results to improve fundraising efforts? Isles Inc. has an immediate need for a Development Associate who will manage our donor database, build comprehensive reports, oversee the gift processing workflow, and create sophisticated data segmentations.

The position will report to the Director of Development and work in close collaboration with the President/CEO, COO, Finance Team, and Communications Team. The position is typically 30-40 hours per week; candidates should be prepared to work additional hours during our two appeal times – spring and end of year. This position can be performed remotely; the successful candidate must be available during business hours (Eastern Time Zone).

We seek a self-motivated individual with a proven track record of working with a fundraising team in a fast-paced setting; an individual who wants to make a difference at one of the most innovative and successful nonprofits in the region. This position will play a critical role in Isles' long-term success by helping the CEO and Director of Development identify significant and sustainable relationships with individual donors who can provide us with necessary financial resources for years to come.

The successful candidate will perform key development functions including: 1) managing our Salesforce donor database; 2) entering critical data and maintaining the accuracy and integrity of the database by ensuring all information is kept up to date; 3) performing complex data queries and creating new multi-layered fundraising reports, and adapting existing reports; 4) analyzing performance metrics; 5) reconciling gifts and coordinating with finance to ensure appropriate coding and bookkeeping; 6) profiling prospective donors and financial goal opportunities; 7) developing new systems and procedures, and recording best practices.

The Development Associate will serve as a critical part of Isles' efforts to cultivate, solicit and steward our major donors. They will support the organization's approach to growing revenue by tracking our initiatives through Salesforce; creating new systems and procedures as needed, providing financial reporting to leadership, and creating donor profiles for review. They will work closely with Isles Services to ensure that reporting is accurate and development opportunities are maximized.

### Qualifications:

Ideal candidates will have strong organizational, database, analytical, and communication skills. Specifically, Isles is looking for a candidate with the following:

- A Bachelor's degree (or equivalent experience) in Information Technology, Business Finance, Fundraising or a relevant field
- A minimum of two (2) years experience in CRM/database management for a nonprofit
- Demonstrated proficiency with data entry, data analysis and reporting
- Strong Microsoft Office skills, especially in Excel and Word
- Experience using donor database software; Salesforce experience strongly preferred
- Experience using nonprofit payment processing applications
- Demonstrated keen attention to detail and ability to analyze for discrepancies and/or trends
- Strong communication skills
- Demonstrated ability to work well independently and to handle deadlines, pressure and changing priorities with good judgement
- Demonstrated ability to relate to and work effectively with a variety of people
- Demonstrated tact and diplomacy in sensitive situations, and respect for confidentiality

**Applicants should send cover letter and resume to [hr@isles.org](mailto:hr@isles.org)**