

## Development Associate

Isles Inc. has an immediate need for a Development Associate with an emphasis on managing our donor database. The Isles Development team is responsible for leading all aspects of Isles' vital fundraising activities. The Development Associate will be responsible for managing our donor database (Salesforce), building comprehensive reports and donor profiles, overseeing the gift-entry workflow, providing event support, and coordinating donor visits and volunteer projects. This is a full-time position in our Hamilton Township office.

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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 grow and make a difference at one of the most innovative and successful nonprofits in the region? If you're an experienced, strategic and enthusiastic development professional, who has the passion to analyze results and help make our fundraising efforts even more effective, you could be part of the Isles team!

The Development Associate will play a critical role in Isles' long-term success and efforts to cultivate, solicit and steward donors, by analyzing and reporting on trends and creating comprehensive donor profiles for review. Additionally, they'll develop new systems and procedures, as needed, to ensure a well-functioning department, and provide financial reporting to leadership.

We seek a person who can efficiently perform key functions including: 1) managing our Salesforce donor database and online donation platform; 2) maintaining the accuracy and integrity of the database by ensuring all information is kept up to date; 3) developing reporting systems – creating reports, analyzing data, and presenting accessible information to team; 4) profiling existing and prospective donors; 5) processing donor acknowledgements; 6) reconciling gifts and coordinating with finance to ensure appropriate coding and bookkeeping; 7) submitting department requisitions; 8) providing support in event coordination and overseeing backend logistics; 9) coordinating donor/prospect visits and corporate volunteer projects; and managing printing for mailings and materials, including specs to printer, cost estimates, and tracking progress.

The position reports to the Director of Development and works in close collaboration with the President/CEO, COO, Finance Team, and the Communications Team. Starting salary range is \$52,000 - \$58,000.

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### **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 from a four-year college or university (or equivalent experience)
  - A minimum of two (2) years' experience in CRM/database management for a nonprofit
  - Demonstrated proficiency with fundraising databases for purpose of functionality, reporting and analysis
  - Experience in using donor research and wealth intelligence platforms effectively and efficiently
  - Must have adept knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
  - Demonstrated keen attention to detail and ability to analyze for discrepancies and/or trends
  - Strong communication skills
  - Ability to work well independently and to handle deadlines, pressure and changing priorities with good judgement
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**Applicants should send cover letter and resume to [hr@isles.org](mailto:hr@isles.org)**