

## Development Associate

Isles, Inc. has an immediate need for a full-time Development Associate to work in our Hamilton, NJ office. The Development Associate plays a key role in the day-to-day fundraising operations by independently managing and assisting in improving the various systems that support the team in achieving our financial targets. The primary responsibility of the Development Associate is to manage our donor database and gift processing workflow, but the position will also be charged with overseeing or participating in other key fundraising components, including direct mail and appeals, fundraising and cultivation events, donor profiles, and volunteer management. ***If you're an enthusiastic development professional with an interest in being an integral part of one of Mercer County's most notable nonprofits doing incredible work in the community, you could be part of the Isles team!***

We seek a self-motivated individual who can perform key administrative functions, including, but not limited to: 1) managing our donor database (Salesforce) and updating individual records and details as needed; 2) managing and maintaining gift entry efficiently and with accuracy; 3) managing the gift acknowledgement process and producing letters one to two times per week; 4) creating comprehensive reports detailing donor activity, and compiling donor segmentation lists; 5) coordinating with the Finance Team to reconcile donations and post-event financials, ensuring critical data is accurately documented; 6) working with outside vendors on printing projects, mailings, and special events; 6) supporting the preparation and production of events by managing logistics, tracking ticket sales and corporate sponsors, and assisting with post-event follow-up and reporting; 6) coordinating our volunteer program and the development of employee giving and recurring donor opportunities; 7) researching existing and prospective donors and other funding sources; 8) providing administrative support to the team.

This position reports to the Director of Development and regularly works in close collaboration with the CEO and Finance Team, and with the Communications Team during key times of the year.

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### Qualifications:

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

- A bachelor's degree from an accredited college or university, or equivalent experience
- 2 years of experience working in the Development department of a nonprofit, or related experience
- Demonstrated proficiency using a fundraising/donor database (Salesforce preferred but not required) and related applications for data-entry, analysis, query and reporting
- Significant experience with Microsoft Office applications
- Strong communication and proofreading skills
- A keen attention to detail
- Ability to work well independently and to handle deadlines, pressure, and changing priorities with flexibility and good judgement
- Self-starter with the ability to see the overall larger picture
- Willingness and ability to work beyond traditional hours during exceptionally busy times of the year

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Compensation: \$52-\$60K plus comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

To Apply: Interested candidates should submit a resume and cover letter to [hr@isles.org](mailto:hr@isles.org). Application materials should demonstrate why you are a good fit for this position and what specific skills, experiences, talents and interests you will bring to the table.