

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 update, maintain, and manage our donor database and gift processing workflow, as well as generate accurate, comprehensive reports to analyze past and present fundraising trends and discover future opportunities. This position will support our growing Resource Development team by assisting with all aspects of campaigns and appeals, donor solicitation and cultivation, and event planning, and will also be charged with overseeing or participating in other key fundraising components, including donor and prospect research, tracking donor interactions, managing direct mail projects, fundraising and cultivation events, and volunteer management.

We are looking for a self-motivated individual with a proven track record of working on a small fundraising team in a fast-paced setting. 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!

The preferred candidate is a person 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; 4) creating and maintaining precise, simple or complex reports detailing donor activity, and compiling donor segmentation lists; 5) liaising on behalf of the department 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 opportunities; 7) researching existing and prospective donors and other funding sources; 8) maintaining consistent and proactive contact with key organizational staff, providing updates, and recommending and implementing necessary improvements; 9) providing administrative support to the team

This position reports to the Director of Resource Development and regularly works in close collaboration with the CEO.

Qualifications:

Ideal candidates will have strong organizational, database, analytical, and communication skills, with a strong work ethic and a commitment to excellence. Specifically, Isles is looking for the following:

- 2 years' experience working for a nonprofit (or related experience), with an understanding of nonprofit fundraising operations
- Demonstrated proficiency using a fundraising/donor database (preference given to candidates with Salesforce experience) and related applications for data-entry, analysis, query and reporting
- Significant experience with Microsoft Office applications
- Experience using wealth identification platforms and creating comprehensive donor profiles
- Excellent written and verbal communication skills
- Comfortable speaking with donors, Board, vendors, and other stakeholders
- Exceptional attention to detail and accuracy
- Strong time-management skills, and the ability to work well independently with the desire to take initiative
- Able to handle deadlines and changing priorities with flexibility and good judgement
- Willingness to work beyond traditional hours during exceptionally busy times of the year

Ambition and Vision - ability to take initiative, be proactive, and come up with your own list of projects and priorities; a wide degree of creativity and latitude; self-motivated

Personality and Eloquence - Ability to represent Isles in a professional and personable manner and build relationships with a wide-range of people

Mission-Related Knowledge - Passion for Isles' mission

Positive Workstyle - Ability to work with a positive and professional attitude and with diverse personalities, in a team or individually

This position is full-time with a starting salary range of \$55,000 - \$62,000 and a comprehensive benefits plan.

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