

Title: Development Associate
Reports to: Director of Development
Position Type: Full time, exempt
Location: Washington, DC

The Development Associate is responsible for supporting all aspects of the Development program for Giffords. The Associate will serve as an integral member of the development team, assisting in grassroots, mid-level and major gifts programs as well as supporting efforts around operations and database management. The Development Associate reports directly to the Director of Development and will work closely with all members of the development team. CRM tracking is required.

DUTIES & RESPONSIBILITIES

- Conducts research on prospective and current donors, drafts briefing materials, and coordinates proposals
- Supports in the creation of the marketing calendar across all affiliated entities including detailed direct mail, telemarketing and email schedules to ensure that all solicitations and outreach are coordinated
- Produces acknowledgement letters, donor correspondence, donor reports, and mailing lists for major gifts and direct marketing teams
- Supports the implementation of a donor cultivation and benefits program for current and prospective major donors
- Assists with the planning and execution of key fundraising events
- Supports the team with all donor data management in the CRM, ensuring records are accurate and reports are pulled as needed for internal and vendor purposes
- Supports the Marketing Manager and compliance team with efforts to meet all fundraising requirements
- Ensures incoming inquiries from grassroots audience are handled and/or responded to on a timely basis
- Other duties as assigned

QUALIFICATIONS:

- One to two years of work experience, fundraising experience a plus.
- Demonstrated problem-solving skills, exceptional attention to detail, self-reliant, and results oriented
- Excellent technical skills, including Microsoft Office, with specific knowledge and experience of Microsoft Excel. Previous experience with database systems (NGP, EveryAction) and donation platforms are a plus; the ability to learn new platforms is required
- Flexible and able to manage multiple projects in a fast-paced environment while maintaining attention to detail
- Strong interest in working with datasets and donor analytics
- Excellent interpersonal and communication skills
- Sense of humor and interest in working closely with people



Salary commensurate with experience. Competitive benefits include health, dental, and vision insurance, 401k plan with employer match, and paid holidays.

Giffords is proud to be an equal opportunity employer committed to assembling a diverse staff. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

ABOUT GIFFORDS

Giffords is a nonprofit organization dedicated to saving lives from gun violence.

Led by former Congresswoman Gabrielle Giffords and her husband, Navy combat veteran and retired NASA astronaut Captain Mark Kelly, Giffords inspires the courage of people from all walks of life to make America safer.