

Job Title:        *DEVELOPMENT ASSOCIATE*

Summary: The Development Associate is an essential team member and responsible for the implementation of a comprehensive development program for Right Sharing of World Resources. They work closely with the Associate Secretary of Advancement, while coordinating with staff and volunteers. This work could be done remotely.

Desired Qualifications:

- Have a deep level of integrity
- Represents RSWR with donors, trustees and staff in a professional and hospitable manner
- Endowed with commitment and imagination; creative thinker
- Good written and oral communication
- Organized self-starter, independent worker, and team player
- Ability to work on multiple projects while setting priorities and meeting deadlines
- Sees the big picture and can anticipate potential future scenarios; ability to research, organize and interpret data
- Familiar with (or member of) the Religious Society of Friends
- Experience managing technology to support administrative and communication functions.
- Proficiency with word processing, database (Donor Perfect), and electronic (Google Drive) and paper filing systems
- Demonstrated attention to detail, accurately organizing and recording data and information, and keeping track of dates and details

Duties and Responsibilities:

- Support a well run development program in coordination with the Associate Secretary of Advancement.
- Prepare and send acknowledgements and thank you notes to donors promptly and effectively.
- Provide data and coordination for donor cultivation.
- Follow-up communication with donors.
- Manage recurring donor program.
- Providing timely accurate data to the finance team.
- Manage development database (Donor Perfect) and ensure proper recording of all donor information and communication, including board in-kind donations and email/ mailing address changes.
- Maintain quality control between QuickBooks and Donor Perfect systems
- Research, organize, and interpret development data on donors and contributions, and provide reports.
- Coordination with Stamp Ministry Team; record stamp donor information in database.
- Supportive of RSWR's mission and goals; Able to travel occasionally
- Other duties as assigned by the General Secretary

Supervisor: Associate Secretary of Advancement

Part time: 20 hours/week

Salary range \$16,500 - \$21,000

Benefits - prorated vacation & sick time, health insurance, retirement

**Interested?** Please submit the following items to Jacqueline Stillwell at [rswr@rswr.org](mailto:rswr@rswr.org) with “Development Associate” and your last name in the email subject line:

- Current resume
- Cover letter that includes how you heard about the position, why you want to be considered and your qualifications
- Contact information (phone & email) for three or more references, at least two of whom are professional references

Review of applications will begin April 1, and continue until the position is filled.

*RSWR is committed to equity, inclusion, and diversity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability status, genetic information, military service, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*