



## **Development Associate**

**Reports to:** Director of Development and Engagement

**Location:** 333 Hudson St., Suite 1006, New York, NY

**Every Mother Counts (EMC)** is a nonprofit organization dedicated to making pregnancy and childbirth safe for every mother, everywhere. We work to achieve quality, respectful, and equitable maternity care for all by supporting quality programs through grantmaking and by working with partners and thought leaders to increase awareness and mobilize communities to take action.

### **The Role**

The Development and Engagement team raises approximately 9 million dollars annually through a combination of institutional foundation grants, corporate partnerships, individual giving, and events. The Development Associate will work collaboratively with all members of the Development team and will manage the donor database (Salesforce) and ensure excellent data integrity while supporting the overall fundraising, gift processing, communications and events management efforts of the organization. They will also work closely with the team on donor analysis, donor communications, and establishing a coherent moves management approach to individual gift cultivation and stewardship. They will also collaborate closely with the Finance & Operations team to ensure smooth processing of all donations and paperwork.

The team prides itself in having a deep understanding of, and passion for EMC's mission, and is excited to welcome the right person into this position. This position requires someone with initiative, good judgment, strong attention to detail, and excellent communications skills that can interface professionally with both internal and external constituencies including staff, donors and partners.

Note: EMC has not yet returned to a full-time work week in the office for all staff but is anticipating moving toward a hybrid model (2-3 days in office) to be determined with each team/team manager this year.

### **Description of Responsibilities:**

- Manage Salesforce database, including gift/donor data entry, donor information review and clean up, and ensuring strong data integrity/accuracy.
- Oversee all gift processing, including gift/donor entry in Salesforce; write and merge timely acknowledgments to all donors; and work with the Development and Finance teams on reconciling donations from various fundraising campaigns.
- Work cross-functionally with the Finance and Development teams to provide timely updates to the Development team and Founder on major gifts, donor giving histories, donation analytics and financial reporting as needed.
- Manage mailings and donor segmentation for fundraising campaigns and events.



- Collaborate with other members of the Development team in execution of special events (MPower Luncheon, LoveEMC and other smaller cultivation events), including logistical support, list segmentation for strategic outreach, event registration, and day-of event execution.
- In conjunction with the Director of Development and Engagement increase departmental focus on individual donor cultivation and programming, including individual giving analysis and strategy, communications, prospect research, and development of a robust major gifts pipeline and moves management.
- Assist Development team members with new and ongoing projects and initiatives as necessary.

**Required Education and Experience:**

- Bachelor's degree required.
- Must be highly organized, detail oriented and precise.
- A minimum of two years of non-profit, fundraising, and/or database experience, along with an interest in public health.

**Required Skills:**

- Must have excellent administrative and computer skills, and above average competency in Microsoft Excel and Word for mail merging and spreadsheets.
- Proficiency in Salesforce or similar Donor Relationship Management platforms is required.
- Must have excellent communication, verbal and written, skills along with an aptitude for data analysis.
- Highly responsive; must be comfortable multi-tasking, thrive in high pressure situations, and enjoy collaborating with others.
- Communicates clearly, thoroughly, and regularly about plans and decisions with openness and honesty with team members and others.
- A team player who engenders trust and confidence, with an ability to interact positively with all members of the staff.
- Must have the ability to work in a team setting and independently.
- Candidates will be required to show proof of full COVID-19 vaccination.

**Compensation and Benefits:**

- Salary Range: \$60 - \$65k
- Excellent benefits

**To apply:**

Please submit a cover letter and resume to [careers@everymothercounts.org](mailto:careers@everymothercounts.org) with the job title for this position in the subject line.

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