



Friends of UNFPA: Development Associate

Friends of UNFPA (FOU), established in 1998 and headquartered in New York City, is the US non-profit working with UNFPA, the lead United Nations agency for reproductive health and rights for all.

We want a world where women become pregnant only when they want to. A world where giving birth is safe for every mother and child. And a world where women and girls live free from harmful practices and violence. By supporting and empowering women and girls, we will be creating a world that is better for everyone. We won't stop until this becomes reality, no matter what.

We use our voice passionately to bring women and girls across the world access to family planning and reproductive health care, and to keep them safe from violence and harmful practices. We champion the rights of women and girls to make their own decisions about what is best for their lives and futures. And we help ensure their real-life experiences and views are heard and respected. We are a catalyst for profound positive change among women, their families, and their communities. To achieve this, we focus relentlessly on inspiring people to support UNFPA's vital and impactful work.

Under new leadership, FOU has developed an ambitious new strategy; aimed at raising \$100m for UNFPA's vital work by 2030. Working in close partnership with UNFPA we have exciting plans to grow and build sustainable fundraising programs. As part of that effort, we are seeking to grow our team.

POSITION SUMMARY: Development Associate

The Development Associate is an important member of the Development team in achieving our short and long-term fundraising goals while helping to ensure a positive and donor-centric experience for every individual and entity making a gift to the organization. The Development Associate works closely with the Director of Development, the Major & Planned Officer, and our consultants to assist in various fundraising and stewardship activities of the Development team.

This role encompasses a dynamic range of responsibilities including performing day-to-day development operations duties including gift data entry, gift processing, donor acknowledgments, assisting in prospect research, planning and execution of stewardship events, managing appeal mailings, and other administrative tasks to support the overall success of the team.

The Development Associate will have the unique opportunity to work with a close-knit team while supporting the work of a global United Nations entity.

KEY AREAS OF RESPONSIBILITIES

- Act as the main resource for all general donor queries serving as a key representative of the organization and its mission externally, by proactively responding to donor inquiries and processing gifts over the phone and/or via email.
- Perform day-to-day development operation tasks including processing gifts and acknowledgment letters, mailing declined funding letters, and assisting in timely gift entry of online gifts, EFTs, and in-house mail contributions into Raiser's Edge database.
- Oversee the donor care process ensuring the development activity tracker is regularly updated and the Development Team has daily gift reports to be able to promptly welcome and thank donors accordingly.
- Work closely with the Database Manager to support the Development team with maintaining and updating donor records and portfolios in Raiser's Edge NXT; provide support pulling fundraising and gift reports on an as-needed basis.
- Assist the Development Team in all key leadership communications including the execution of quarterly CEO updates, event invitations, and appeal and stewardship mailings throughout the year; and ensure all communications are captured in Raiser's Edge on a timely basis.
- Assist in prospect research using iWave and other online platforms, and ensure all relevant information is consistently inputted into the donor database.
- Work closely with our mail house donation processing vendor to ensure all mail edits, including invalid or updated mailing addresses and donor communication preferences, are captured accurately into Raiser's Edge database.
- Help ensure every event (virtual or in-person) is smoothly and successfully executed by assisting with various event-related tasks such as logistics, invite and attendance lists, day-of coordination, etc.
- Ensure all information on third-party donation platforms including Global Giving, Benevity, and Network for Good are updated regularly.
- Maintain the organization's profiles on various charitable rating platforms including Charity Navigator, BBB, and GuideStar.
- Provide support with grant applications and report materials on an as-needed basis.
- Actively participate in staff and Development team meetings; openly sharing ideas, opportunities, and strategies on how the organization can continuously grow its reach and support of UNFPA's lifesaving and global work.
- Provide support to the Development team, the Database Manager, and CEO with other duties as needed.

EXPERIENCE & QUALIFICATIONS

- Bachelor's Degree or one or more years of related professional experience in development
- Proficiency using Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Demonstrated experience using Raiser's Edge or a similar fundraising database in a nonprofit organization; experience of donor prospecting tools such as iWave a plus.
- Excellent English language skills (written, oral, and comprehension).



- Highly organized work style and ability to work independently within the constraints of tight deadlines.
- Aptitude for maintaining and creating systems, strong analytical abilities, and attention to detail.
- Strong affinity with UNFPA’s mission and commitment to global reproductive health and rights.

LOCATION, SALARY & BENEFITS

- **Location:** Hybrid (Remote but within the U.S.; travel to NYC as needed)
- **Salary:** Commensurate with candidate's level of experience, skills, education, and training; adjustment subject to geographic region.
- **Benefits:** Friends of UNFPA offers health, dental, and vision insurance, paid vacation and sick leave, and a retirement plan.

HOW TO APPLY

Eligible candidates should submit a cover letter and resume by **August 5, 2022**, to Friends of UNFPA at jobs@friendsofunfpa.org. Please reference “Development Associate” in the subject header.