



Job Title: Development Associate, Frances Perkins Center

Location: Newcastle, Maine

Reports To: Development Director

Job Type: Full-time, exempt

Position Summary

The new, full-time position of **Development Associate** plays an important role in the significant organizational growth at the Frances Perkins Center (FPC). Under the general supervision of the Development Director, the Development Associate will support fundraising efforts, general appeals, and provide database expertise to FPC's fundraising, communications, and program efforts through accurate and timely project and database management to achieve successful outcomes in meeting FPC's constituent relationship, fundraising, and programmatic goals.

About the Frances Perkins Center

Founded in 2009, the Frances Perkins Center honors the legacy of the iconic historical figure Frances Perkins by sharing her commitment to the principle that government should provide all its people with the best possible life, and by promoting the place that shaped her character. The Center fulfills its mission through a variety of means, including the management of Frances Perkins' Homestead in Newcastle, Maine, which was recently granted National Historic Landmark status. In addition, the Frances Perkins Center convenes leaders and future leaders in public policy, labor, and related fields.

The Center is in a period of strategic growth, excited to bring conversations around the work and legacy of Frances Perkins into the 21st century!

Roles and Responsibilities

- ◆ Support and help implement the fundraising activities of the Frances Perkins Center including annual fund, program underwriting, and other fundraising initiatives that may be defined,
- ◆ Serve as a resource to the Development Director and other FPC staff for the constituent database, ensuring accurate, consistent, and accessible reporting of data to strengthen the FPC fundraising and constituent relationship infrastructure.
- ◆ Coordinate the maintenance, data entry, integrity, and accuracy of donor biographical and gift information in the FPC constituent database management system, per set protocols. This includes entering data, pulling queries and lists, and analyzing the data as needed.
- ◆ Process gifts and pledges received from individuals, corporations, foundations, and organizations according to set protocols.
- ◆ Facilitate gift acknowledgment and program registration processes, including the generation of individual donor acknowledgements.
- ◆ Update donor biographical and relationship information, ensuring clean data.
- ◆ Assist with website, social media, and special communications as directed by the Development Director, including direct mail, e-mail, and e-solicitations.
- ◆ Perform special projects and other related duties as required or directed.

Desired Qualifications

- ◆ Bachelor's degree in a related field with at least two years of general office experience, including data entry and word processing.
- ◆ Non-profit fundraising / special event experience.
- ◆ Ability to operate computers and assigned software, including proficiency in all Microsoft Office applications and fundraising and constituent-related support programs such as Blackbaud's *Altru*. Ability to learn additional platforms used to complete individual and cross-functional work.
- ◆ Technical experience with any of the following: Dropbox, Blackbaud *Altru*, WordPress, Constant Contact, Canva for graphic design.
- ◆ Excellent data entry skills with a strong commitment to accuracy, details, tracking, and follow-through.
- ◆ Strong customer focus. Ability to manage multiple requests for information from various sources.
- ◆ Ability to strategically organize, process, and maintain records; identify inefficient/ineffective processes; and implement improvements.
- ◆ Proven written and oral communication skills, and ability to communicate effectively with constituents in person, over the phone, and via email.
- ◆ Ability to handle sensitive and confidential information with discretion.

Working Conditions & Physical Demands

- ◆ This is a largely sedentary position and candidates must be able to remain in a stationary position for extended periods of time. This role requires that candidates occasionally move about inside the office and Homestead to access files and shared staff spaces, including stairs and uneven ground. This role occasionally requires moving materials for special events.
- ◆ Work is performed in a shared office environment. Candidates must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, laminator, and computer printer.

Compensation and Benefits:

The salary for this full-time (40 hours/week, exempt) position is \$50,000. Additional benefits include employer-sponsored medical, dental, and vision insurance; an IRA program with matching contribution; paid time off and holidays; opportunity to work with a dedicated and passionate team; and a chance to make a difference and craft the future of a growing organization!

To Apply:

Interested candidates should send a resume and a cover letter explaining why they are interested in this opportunity and how it is well aligned with their strengths to ahatch@francesperkinscenter.org. We encourage interested candidates to apply, even if the qualifications are not perfectly aligned. Applications will be accepted on a rolling basis and the position will remain open until the right candidate is hired. This role is anticipated to begin on or around August 14, 2024.

Nondiscrimination:

The Frances Perkins Center is an equal opportunity employer which recognizes and encourages people of all identities to apply. The organization does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression, and any other legally protected characteristic. The Center complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.