

# Peace Development Fund Job Posting

**JOB TITLE:** Foundation Associate - Donor Management

**SEARCH END DATE:** April 29, 2022

## **About Peace Development Fund**

The Peace Development Fund in Amherst, MA is a public foundation that works to build the capacity of community-based organizations through grants, training and other resources as partners in the human rights and social justice movements. If you're looking for a rewarding career position in a dynamic, successful and progressive organization, helping to raise much-needed funds and provide capacity building for grassroots groups, come to PDF.

## **Position Description**

The Foundation Associate reports to the Director of Advancement and Communication with a dotted-line responsibility to the Director of Finance & Administration. The Foundation Associate will incorporate best practices to facilitate and process gifts, maintain constituent records and will be responsible for overall database management of donor information and reporting; participate in fundraising efforts; assist with special events and community outreach; and participate in PDF's grantmaking process. Foundation Associate will work closely with the Director of Finance & Administration with tracking gift deposits, generating gift reports.

## **Responsibilities include, but not limited to:**

- Responsible for timely, accurate gift/data entry and database management of Blackbaud Raiser's Edge. Able to track, monitor, and analyze gifts. Produce reports and donor acknowledgement letters.
- Prepare segmented mailing lists from data files for direct mailings in support of annual solicitations, appeals, and other external communications.
- Serve as an ambassador of PDF. Interact and maintain ongoing relationships with individual donors; educate donors about PDF's mission, vision and programs through in-person visits, by phone, e-mail, letters, and/or other appropriate forms of communication including onsite and offsite events and venues.
- Work in collaboration with staff to create and implement PDF's fund-raising plans and programs
- Perform general office duties including answering phones, maintaining working operations of office equipment, copying, filing, retrieving mail, prepare deposits.

## **Education**

Bachelor's Degree in Management, Accounting, Human Services Administration or related field.

## **Experience**

Three or more years' experience with bookkeeping/accounting, database management and fundraising activities. Demonstrated proficiency using Raiser's Edge NXT and Microsoft Office applications. Candidate must model stellar customer service and communication skills, be self-directed, have strong analytical skills with an eye for details, be team oriented, able to move between tasks and respond to competing requirements within job functions. Spanish proficiency is preferred.

## **Salary and Benefits**

- This position offers a competitive salary consistent with experience
- Health and Dental Insurance
- Paid sick, holiday, vacation and personal days
- Flexible work schedule

Position open until filed.