



Peace Development Fund Job Posting

JOB TITLE: Foundation Associate- Donor Management

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 position in a dynamic, successful and progressive organization, helping to raise funds and provide capacity building for grassroots groups, come to PDF.

Position Summary

The Foundation Associate ensures timely processing of gifts and acknowledgement of donors. They play a key role in the behind-the-scenes development work of the foundation. They 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. The Associate reports directly to the Director of Advancement and Communications but also works closely with the Executive Director, Director of Administration and Finance, and Foundation Officer.

The Foundation Associate has excellent attention to detail and expertise working with databases and data-entry. 1+ years' experience with nonprofit and/or small business administration is required.

The Foundation Associate works in our Amherst, MA office. Partial remote work options are available.

Essential Functions and Responsibilities

Development Administration: Provide office-end administration, timely donor gift entries in Blackbaud Raiser's Edge, create donor acknowledgements, and online donation tracking.

Fundraising: Support the fundraising work of the Executive Director and Advancement Director through coordination of appeals, donor cultivation, and solicitation. Creation of gift reports and donor research. Create segmented mailing lists for solicitations. Serve as ambassador of PDF with donors including phone, e-mail, and in-person visits.

Office Operations: Be a member of the team which collaboratively runs the PDF office, including the workflows and technological systems that support our work together.

Core Competencies

- At least Associate's Degree in related field and 1+ years' experience with database management and development.
- Demonstrated proficiency with CRM and Microsoft Office Applications (especially Excel).
- Highly organized, with a strong attention to detail.
- Comfortable prioritizing, planning workflow, and managing simultaneous projects.
- Internal resilience and self-sufficiency. Ability to improvise and adapt to the changing circumstances of a small, dynamic, community-based public foundation.
- Team-oriented approach.
- Sense of humor, curiosity, and creativity. We like to laugh and have fun at work!

Considerations

We value a diverse workforce and encourage applications from people of color, people with disabilities, veterans, women, justice-involved and/or formerly incarcerated, and lesbian, gay, bisexual, and transgender, and non-binary gender identity persons.

Compensation

This is a salaried full-time employee position.

- Benefits: Paid vacation, sick, personal days, health insurance, and dental insurance.
- Flexible work schedule.

To Apply

Please send resume and cover letter to hr@peacefund.org.