

**Title: Development Associate**

**Reports to: Vice President, Development & Engagement**

**Date: July 29, 2022**

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**Description**

The Development Associate will support a growing development department to ensure that current, prospective, and lapsed donors receive best-in-class stewardship and cultivation. Reporting directly to the Vice President of Development and Engagement, this role is critical to the success of the department and offers excellent opportunities for learning and growth. As the Foundation's work continues to expand, it's important that our stakeholders know that their investments are being stewarded to the best of our ability. The Elizabeth Dole Foundation is looking for an energetic and versatile professional – this position can be fully in-person or hybrid virtual/in-person reporting to our office in Washington, DC.

**Responsibilities**

- Maintain and update the Foundation's donor database to ensure that all donor actions, notes, and relevant information is current.
- Serve as the lead for organizing and sending out thank you letters to all Foundation donors, ensuring that these letters are sent in an expedited manner after gifts have been received and processed.
- Lead digital donation form creation through our donation form program (Classy) creating compelling forms and leading efforts to test and improve donation completion.
- Participate in all fundraising efforts at the Foundation by serving as a lead connector for the development team to connect and synergize with all Foundation departments, including assisting in preparing agenda's for collective team meetings and by participating in weekly staff meetings, which will include drafting briefing for Senator Dole.
- Support prospect research on individuals, corporations, foundations, and organizations that are plausible fits for the Foundation as potential donors.
- Assist supervisor in supporting the CEO and Senator Dole, working to prepare our leadership for in-person meetings, calls, and external engagements where funders are present.
- Support drafting of various donor communications.
- Attend and support Foundation fundraising events and those of organizational partners, working to expand our network while serving as an ambassador for the Foundation.
- Play a lead role in supporting the execution of the Foundation's fundraising and cultivation campaigns, supporting both online and printed appeals and stewardship efforts.

**Requirements**

The Elizabeth Dole Foundation is looking for an energetic and versatile professional who will be located in the DC area. The applicant should have excellent verbal and written communication skills,

with extensive proficiency in the areas of Word, Excel and PowerPoint. Familiarity with the Military and Veteran Community will be considered when choosing the best applicant for this position.

- Bachelor's Degree, with 1-2 years' experience in a professional office environment, nonprofit, event/hospitality management, previous fundraising/development experience preferred.
- Prior experience providing administrative, logistical, or customer support for an organization (with adequate technical proficiency both online and in-person)
- On-the-job training will be offered; enthusiasm for learning will help promote success.
- Knowledge or prior use of Salesforce (or another CRM Database) is desired.
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders; especially the ability to work with military caregivers and donors to provide excellent and timely customer service
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Ability to work in a fast-paced environment and meet tight deadlines
- Demonstrated professional standards and unwavering integrity and ethical conduct
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight
- Is discreet; understands when confidentiality is required
- Excellent organizational and interpersonal skills
- Reliability/dependability
- Demonstrates energy, optimism, and passion for helping others

The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.

Interested applicants should send a resume and cover letter to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org).