



Development Assistant

The National Partnership for Women & Families – a preeminent women’s rights and health advocacy organization with a \$9 million budget and an \$18 million dollar endowment – is looking for an administrative assistant to join our Development team and contribute to all aspects of our fundraising program.

The Organization

For more than forty-five years, the National Partnership for Women & Families has fought for every major policy advance that has helped this nation’s women and families. Our mission is to foster a society in which every person can live with dignity and achieve economic security, workplaces are fair and family friendly, women’s reproductive health and rights are secure, discrimination is a thing of the past, and everyone has access to quality, affordable health care.

Founded in 1971 as the Women’s Legal Defense Fund, the National Partnership for Women & Families is a nonprofit, nonpartisan 501(c)(3) organization located in Washington, DC.

Position Summary

The Development Assistant reports to the Director of Development Operations and plays an integral role in the development department. This position works collaboratively and strategically with members of the development team supporting the department on a range of administrative, fundraising and development activities. It is a terrific opportunity for a motivated team player with exceptional project and time management, organizational, and interpersonal skills, who is eager to learn fundraising principles and practices in a non-profit environment.

Key Responsibilities

- Provide administration support to the development department; interact with staff throughout the department and organization at large.
- Support the development and production of all marketing and fundraising collateral (annual reports, newsletters, annual campaign materials, brochures, flyers, invitations, etc.); liaison with design and print vendors, and with the mail house.
- Participate in and support the planning and implementation of all fundraising activities and events, including the Annual Gala and outreach events.
- Manage state fundraising registrations and workplace campaign filings.
- Provide back-up for the front desk receptionist and perform other administrative duties as needed.

Qualifications

- Bachelor’s degree required.
- Experience with databases; knowledge of Salesforce a definite plus.
- Proficient in Microsoft Office Suite; solid knowledge and comfort with word processing, spreadsheets, mail merge and advanced functions.
- Nonprofit fundraising experience and/or familiarity with advocacy work from the perspective of a non-profit advocacy group, or similar organization, is preferred.

- Excellent organizational and interpersonal skills; ability to work with colleagues in the Development Department as well as with colleagues across the entire organization.
- Positive attitude and a sense of humor; a self-motivated, detail-oriented team player who can work independently in a deadline-driven environment, and successfully manage multi-functional projects, priorities and timelines with minimal supervision.

Benefits/Salary & How to Apply

Compensation is competitive and includes a generous benefits package. To apply, please submit a cover letter (including salary requirements), resume, writing sample, and two references to jobs@nationalpartnership.org with the subject line **Development Assistant**. Applications will only be accepted by email, and position will remain open until a qualified candidate is chosen. The National Partnership may choose not consider incomplete or inaccurately submitted applications.

The National Partnership is an Equal Opportunity Employer and does not discriminate based upon gender, race, national origin, disability, age, religion, sexual orientation or gender identity. People of all backgrounds are encouraged to apply.