

Development Associate - Temporary Position

Position Summary:

CRI is searching for a Temporary Development Associate for a minimum commitment of 6 months, beginning no later than mid-July. This position requires a minimum weekly commitment of 24 hours. The Development Associate will fulfill strategic operational and administrative duties, focusing on managing CRI's donor database, gift processing, donor research, and stewardship. The development associate will work collaboratively with the entire development team and closely and directly with the Director of Development.

Areas of Responsibility:

Database Management, Reporting, Gift Processing

- Readily and easily furnish donor and gift reports that provide timely, accurate, and actionable information.
- Manage all gift processing; including gift entry, acknowledgment, and reconciliation with the controller.
- Actively support the collection, input, and analysis of donor and prospect information to support fundraising and friend-raising activities.
- Work with a variety of gift channels: PayPal, Benevity, YourCause, etc.

Donor Engagement

- Coordinate and execute the stewardship process for individuals, corporate, and foundation donors in collaboration with development colleagues.
- Interact with donors or prospects in a support role as needed or as requested.
- Assist with the engagement of channel partner members (e.g., Head of the Charles rowers and BAA runners)

Department Support

- Periodically work with the Executive Director to support board and development activities.
- Research and record strategic donor information (e.g., employer, family connections, philanthropic interests, social media interactions) to improve donor qualification and cultivation.
- Provide planning and support for internal strategic meetings and donor meetings

Other duties as assigned

Estimated Start Date: Between June 15, 2023 and Jul 10, 2023

Requirements

- Bachelor's Degree
- 2+ years of Raiser's Edge experience, or other CRM software
- Experience working with 3rd party development-related platforms. For example: GoFundMe, ThankView, Custom Donation, OneCause.
- Entrepreneurial mindset and positive attitude
- Strong verbal and written communication skills.
- Ability to work independently and as part of a team in a fast-paced and sometimes demanding environment.
- Ability to navigate uneven surfaces to safely move between water vessels and docks
- Ability to periodically work nights and weekends. 1-3 times in a given year.
- Strong preference for individuals who have worked in small development shops and/or educational institutions.

Pay and Benefits

- This is a part time, hourly position that can be scaled to full time, hourly pay for the duration of this assignment - the weekly minimum commitment is 24 hours
- Hourly pay rate will be commensurate with experience
- Flexible work schedule - CRI offers a hybrid work schedule
- Paid cell phone

How to Apply: Qualified applicants should forward a resume and cover letter.

Please email to careers@communityrowing.org. Please place "Development Associate" in the subject line.

Additional Information About CRI

CRI is dedicated to the belief that the sport of rowing provides a powerful tool to promote personal and community growth. CRI delivers after-school programs to public school youth as well as providing and promoting health and fitness opportunities to community members of all physical and cognitive abilities and ages in the Greater Boston area. Community Rowing Inc. was founded by U.S. Olympic and National Team rowers with the goal of growing and diversifying the rowing community and securing public access for the sport on the Charles River. Today CRI is the largest and most active community rowing organization in the United States.

CRI provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. CRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Community Rowing Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.