Position Description

Title: Development Associate  
Department: Development  
Reports to: Individual Giving Director  
Location: NY, DMV or Chi  
Schedule: 32 hours per week  
Employment: Temporary (ends 12/31)  
FLSA Status: Nonexempt

About the Organization

Upwardly Global is the first and longest-serving organization that focuses on helping foreign-trained immigrants and refugees integrate into the American workforce. We prepare immigrants and refugees for jobs that match their education and skills, and we provide employers with the know-how to create inclusive hiring practices so they can take advantage of this untapped and valuable potential. We are proud to help and welcome newcomers to the U.S.

Position Overview

The consultant for Individual Giving will support the Director of Individual Giving by completing defined deliverables for the gala and other donor events, end of year campaign, and portfolio management activities.

Essential Duties & Responsibilities

- Provide support in the planning, production, and execution of cultivation events and the Annual Gala (preparing event invitations, setting up, tracking and reporting on RSVPs, gathering materials for events and supporting with post event follow up)
- Support the Director of Individual Giving in the coordination of the day-to-day tasks to identify, solicit, cultivate, and steward Board members, major donors and Legacy Ambassadors (preparing materials to be shared externally, supporting with developing meeting agendas, decks, etc.)
- Ensure Asana, our primary project management tool, is up to date and reflecting the latest status of tasks with Gala Honorees, Co-Chairs and sponsors, as well as portfolio donors for all five Relationship Managers
- Provide administrative support for internal communication, within the team and with key stakeholders across Upwardly Global
- Provide administrative support to the Director of Individual Giving in their management of the donor portfolios for five relationship managers (including confirming data hygiene, note-taking and follow ups)
- Provide corporate and individual donor prospecting support, as requested
- Monitor the events email account and respond to basic inquiries regarding the 2023 Gala
- Assist in the planning of meetings with Gala honorees, Co-Chairs, and sponsors, while documenting next steps and supporting with follow up
Knowledge and Skills Required

- Bachelor’s degree or equivalent work experience
- Strong organizational, project management, and time management skills
- Ability to communicate clearly and professionally, both verbally and in writing
- Ability to work successfully within a highly collaborative environment
- Experience with MS Suite (word, PowerPoint, excel) and Google Suite (Gmail, Shared Drive, Teams)
- Familiarity with project management tools, Asana is a plus
- Familiarity with CRM software, Salesforce is a plus
- Demonstrated ability to work in a fast-paced environment
- Demonstrate a growth mindset and desire to continuously improve in your work and approach
- Passion for Diversity, Equity, Inclusion and Belonging
- Passion for UpGlo’s mission is essential

Work Environment/Physical Requirements

- Must be available to work evenings as needed.
- Must have reliable transportation depending on region.

Salary Range Disclaimer

The base hourly rate represents the low and high end of the hourly rate for this position. Actual wages will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global’s total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Hourly Rate: $25- $29 per hour

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We’re proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with Development Associate in the subject line.