

Position Description

Title: Development Associate
Department: Development
Reports to: Director of Individual Giving
FLSA Status: Exempt

Organization Overview

Over the years, Upwardly Global (UpGlo) has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Essential Duties & Responsibilities

- Support individual and institutional giving strategies with administrative and research contributions
- With input from VP of Development, Director of Individual Giving, and other development staff, provide support for Leadership Council peer-to-peer fundraising campaigns
- Serve as project manager for two annual fundraising campaigns, establishing project plan, monitoring schedule, and executing on mid-tier and employee giving deliverables (Spring, Summer and End of Year)
- Provide support for mid-tier and major giving stewardship and cultivation including research, scheduling, and event support

Prospect Research (30%)

- Support the Individual Giving team and all relationship managers with prospect and donor research strategies (including assessing capacity, interests, philanthropic giving, affinity, and relationships to identify new prospective leadership donors)
- Support the Institutional Giving team with research on foundations and contacts.
- Conduct strategic research and prepare briefing materials for Development staff in preparation for internal planning meetings, donor meetings and special events
- Cross reference and analyze information from public philanthropic sources (annual reports, nonprofit Board listings, and more to identify new donor prospects)

Prospect and Donor Management (40%)

- With leadership from the Director of Individual Giving and Manager of Individual Giving, the Development Associate will develop and update portfolios, reports and dashboards to track major and mid-tier donor engagement efforts
- Assist with the assignment (and reassignment) of donors and prospects to ensure that fundraising activity is coordinated, and prospects are moved successfully through the fundraising cycle
- Apply data management and communication skills to support portfolio development to ensure refined, focused, and balanced portfolios for gift officers
- Plan, organize, and participate in regular prospect review meetings, providing donor insights and strategy to relationship managers, and tracking plans for engagement and solicitation
- Proactively manage alerts and other proactive research tools to keep fundraisers up to date on gift prospects (changes to wealth, employment, philanthropy, and other news)

Event and Administrative Support (30%)

- Act as a data steward for prospect information in the database, following best practices and ensuring new information is entered where appropriate
- Support Director of Individual Giving with logistics and planning associated with the annual Equity Gala
- Work with the Director of Individual Giving to execute on new gala revenue strategies, including but not limited to night-of appeals, raffles, live auctions and silent auctions
- Manage gala meeting schedules, take minutes and tracking action items in Salesforce
- Support the execution of up to 8 small scale major donor and mid-tier donor cultivation and fundraising events
- Perform any other duties assigned by the supervisor

Knowledge and Skills Required

- Bachelor's degree required
- Ability to work independently, but also a team player who will collaboratively engage with others
- 2-4 years of experience in nonprofit fundraising
- Event management or coordination experience required
- Excellent communication skills, both written and oral
- Development communications experience (Email marketing, social media, etc.)
- Comfortable with periodic evening hours as needed to support events

Work Environment/Physical Requirements

- Must be available to work evening events and occasionally weekend sessions
- Hybrid work schedule

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries 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.

Salary Range Transparency:

- \$57,000 - \$65,000 USD per year

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, NY in the subject line.