



Connections for Abused Women and their Children (CAWC)

Job Title: Assistant, Development

Classification: Full time, exempt

Reports to: Director, Development and Communications

Location: Office Based with Remote Work Options

Salary: \$48,000 - \$54,000 annual salary

About CAWC:

Connections for Abused Women and their Children (CAWC) is a nonprofit dedicated to empowering individuals affected by domestic violence through comprehensive support services and advocacy. Our programs include emergency shelter, counseling, legal advocacy, and community education.

Position Overview

The Development Assistant is a key part of CAWC's fundraising efforts. The Development Assistant is responsible for maintaining donor records and processing all donations promptly and accurately. The Development Assistant tracks the accurate recording of gifts and donor information, communicates donor appreciation, supports donor outreach efforts, and maintains data integrity within Raiser's Edge. This role provides integral support for the Development Team as needed.

Responsibilities include but are not limited to:

- Process, acknowledge, and track donations and pledges from a variety of revenue sources
- Enter and update all donation and donor data in Raiser's Edge and reconcile data monthly with the finance department
- Support donor recognition efforts, including drafting and/or proofreading department communication and making thank you calls as needed.
- Responsible for data entry, coordinating between giving platforms, data clean-up and record updating and reporting
- Provide development-related, accurate reports on a daily, weekly, monthly and annual basis
- Maintain records of tax receipts
- Provide team office support with package preparation and mailings
- Attend all team and organization meetings, events and activities, as assigned
- Proofreads and edits reports, records, and other data for accuracy and completeness



- Verify and follow up on deposits, credit card charges, and provide information to donors and prospective donors as required
- Provide clerical support for meetings including preparing materials, agendas, and minutes, and making logistical arrangements as needed for the development team.
- Assist with donor and board events as needed
- Assists with accepting and organizing in-kind donations as needed

Qualifications

- Bachelor's Degree
- 3+ years of experience in development or donor relations required
- Skilled in database navigation, including tracking, exporting, report building and data compilation. Raiser's Edge experience is strongly preferred
- Highly committed to upholding an inclusive environment that is welcoming and accessible to all
- Excellent organizational, written and verbal communication skills
- Strong interpersonal skills and ability to build genuine and longstanding relationships with a range of stakeholders
- Highly proficient with Microsoft Office Suite, including advanced Excel skills
- Proven ability in "people skills," including building trust and rapport in business relationships with diverse individuals, active listening skills, and tact
- Ability to consistently exercise discretion with confidential information
- Ability to work flexible hours, including evening and weekends, and work onsite as needed
- Ability to pass a background check and drug screening

To Apply: Send a resume and cover letter to Judi Golemba, Director of Development, at jgolemba@cawc.org. **Please include "Assistant, Development" in the subject line.**

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.