



## **JOB DESCRIPTION – Senior Development Associate**

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At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we've raised over \$565M to support more than 3,000 programs – combating stigma, preventing infections, providing treatment and services, and motivating governments to end AIDS. As a leading worldwide organization, we work alongside local, national, and international partners, government officials, and advocates to promote a global response that leaves no one behind.

The Foundation works across four continents, supported by staff operating out of offices in London and New York. We are currently executing an ambitious five-year plan (2020-2025) to further our vision and expand our staff and resources. This position is key to the success of this plan, providing critical support for the day-to-day functions of the Foundation. It is essential that our team is made up of individuals who share our passion for the important life-changing work that we do.

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### **Position Summary**

The Senior Development Associate will be an integral part of the Development team, working to maintain accurate data, process gifts, and uphold the highest level of communication with donors. The Senior Development Associate will be responsible for supporting the donor moves management process, and they will assist in the administration of department operations. They will play an integral role in gift processing and revenue for the Annual Academy Awards Viewing Party.

The ideal candidate is a highly effective development professional with strong database and portfolio development experience. The candidate will employ superior attention to detail, strong communication skills, and the ability to work proactively across teams and independently to improve systems and streamline efficiencies. This position dually reports to the Associate Director, Development, and the Philanthropy Officer.

### **Location**

The role is based in the Manhattan, New York office with the expectancy to be in the office twice a week.

### **Experience and Qualifications**

This role represents EJAF professionally when communicating with all donors, partners, and the Foundation's constituencies. The ideal candidate will be a development professional who is proactive, collaborative, and articulate, with keen attention to detail, while personable and polished. This position also requires a high level of professionalism and discretion, and the ability to maintain confidentiality at all times.

## **Responsibilities**

- Support gift processing and tracking of donations.
- Manage data entry and detailed documentation for our Academy Awards Viewing Party, which raises over \$9M annually, and other events throughout the year.
- Track sponsorships and ticket sales for events. Support cultivation and stewardship strategies for event attendees.
- Collaborate with the Finance team to ensure timely reconciliation of event data and gifts.
- Generate and process acknowledgments for donations, stewarding and communicating with donors in a timely and professional manner.
- Work with the Associate Director, Development to maintain written standard operating procedures for all processes related to the database and department functions.
- Update constituent records within the database to reflect accurate information.
- Generate and maintain queries, lists, exports, and reports to support the Development team and moves management operations.
- Work with the Philanthropy Officer and the Associate Director, Development to implement prospect and moves management systems to support next-stage donor outreach and tracking as needed.
- Enter actions into the database to inform moves management processes.
- Maintain pristine documentation of donor-related items, including research, agreements, reports, and communications.
- Conduct donor research and prepare fundraiser meeting briefings and materials as needed for donor meetings.
- Coordinate and support team with direct mail appeals.

## **Required Education and Experience**

- Bachelor's degree, or equivalent related work experience;
- 2+ years of experience in a Development Department at a non-profit organization;
- 2+ years of experience with a fundraising database, preferably Raiser's Edge NXT;
- Excellent data management skills and computer proficiency, including Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint);
- Understanding of gift agreements related to monetary gifts and pledges;
- Exceptional written and spoken communication skills;
- Excellent organizational skills and keen attention to detail;
- Ability to work effectively on multiple projects and meet deadlines;
- Ability to work collaboratively across teams and be hands-on with the performance of a variety of assigned tasks;
- Flexibility to adapt to changing priorities and new responsibilities within a growing program, and willingness to handle projects outside of standard responsibilities;
- Adherence to the highest ethical standards with the ability to act with discretion and diplomacy;
- Sound judgment in maintaining the strictest confidentiality of donor information;
- Enthusiastic, imaginative, energetic, and creative approach with a 'can-do' attitude;
- Commitment to the mission of the Elton John AIDS Foundation;

## Competencies

- Demonstrated ability to work collaboratively in a team-based environment;
- Excellent written, oral, and presentation skills with the ability to present to a diverse audience, both internally and externally;
- Strong project management skills;
- Demonstrated ability to communicate professionally among and between colleagues, and external donors and volunteers for effective relationship-building and execution of work-related plans and goals;
- Demonstrated leadership skills and abilities;
- Demonstrated strategic thinking and results-oriented skills and abilities;
- Willingness to attend donor meetings or events, as needed.

EJAF IS AN EQUAL-OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.

## EJAF VALUES

COURAGE: Courageous in our actions. Bold in our words. Relentless in our mission.

CREATIVITY: Empowered to innovate. Open to new ideas. Always learning.

CONNECTION: Collaborating to make a difference. Committed to inclusion. Giving people a voice.

CARE: Driven by our mission. Creating a world free from AIDS. Leaving no one behind.

To apply, please submit a cover letter, resume, writing sample (an example of a donor communication and/or prospect profile), and all as PDF documents to the recruitment firm, TaylorMade Experience at: **Bernie@TaylorMadeExperience.com** with the following subject line: **Senior Development Associate**.

Candidates who share both why they're a good fit and their salary expectations within their cover letter are more likely to qualify.