



# ELTON JOHN AIDS FOUNDATION

## **JOB DESCRIPTION – Development and Database 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 \$600M 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 currently works across four continents, supported by staff operating out of offices in London and New York. We are currently executing an ambitious five-year strategic 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 Development and Database Associate will be an integral part of the team, working to maintain accurate data; process and enter gifts into the database, Raiser's Edge; uphold the highest level of communication with our donors, and support fundraising efforts, including the annual Academy Awards Viewing Party, and other fundraising initiatives. The Development and Database Associate will also be responsible for collaborating on the honing of processes and systems for the department and fielding inquiries from donors.

The ideal candidate is a highly effective development professional with strong database and gift processing skills. The candidate will have superior accuracy, and the ability to work proactively across teams, as well as independently to improve systems and streamline efficiencies. This position reports directly to the Director of Development.

**LOCATION** The role is hybrid but based in the Manhattan, New York office with the expectation to be in the office 2-3 days per week.

### **KEY RESPONSIBILITIES AND DELIVERABLES**

- Manage gift processing and maintain tracking of donations, including open pledges.
- Process acknowledgments for donations, stewarding and communicating with donors in a timely and professional manner.

- Develop and maintain written standard operating procedures for all processes related to the database.
- In conjunction with the Director of Development, implements processes for development operations, identifying opportunities for improvement in gift entry and data maintenance.
- Create and generate reports, exports, lists, and queries to support Development operations.
- Verify records within the database are accurate and up to date to ensure timely communications, proper stewardship, and accurate constituent information.
- Work with the Development team to implement prospect and moves management systems to support next-stage donor outreach and tracking as needed.
- Maintain pristine records of communications, appeals, and donor touchpoints in the database as actions and proposals on behalf of the Development department as needed.
- Work with the Director of Development to confirm and process matching gifts, and to expand workplace giving revenue.
- Work closely with the Finance team to ensure timely reconciliation of the database.
- Maintain pristine documentation of gift-related items, including receipts, donor research, and gift agreements.
- Perform prospect and donor research using screening and prospecting tools.
- Perform wealth screenings using prospecting tools, including WealthEngine and Research Point. Maintain results in the database and use results to inform pipeline development.
- Maintain accurate and up-to-date constituent records, utilizing such tools as Address Finder, Deceased Finder, and Age Finder, and updating addresses for returned mail.
- Assist with the generation of mailing and email lists from the database.
- Respond to donor calls and email inquiries in a timely manner.
- Support the department with special projects, including mailings and administrative tasks.

### **EXPERIENCE AND QUALIFICATIONS**

This role represents EJAF in a professional and polished manner when communicating with all donors, partners, and the Foundation's constituency. The ideal candidate will be a detail-oriented, proactive, positive, team player, confident, articulate, and highly professional while personable and friendly. This position requires a high level of discernment and discretion at all times.

- 2-3+ years of experience working at a non-profit in development, events, or peer-to-peer fundraising capacity;
- 1-2+ years of experience with Raiser's Edge or RENXT, with knowledge of gift batching, importing, and reporting;
- Experience with ImportOmatic desired;
- Excellent organizational skills and ability to work effectively on multiple projects and meet deadlines;
- Extremely keen attention to detail required;
- Strong data entry skills and ability to process a high volume of donations daily;
- 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;

- Effective written and spoken communication skills with the proven ability to craft donor correspondence as needed;
- Strong experience and confidence in working and communicating with donors;
- 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;
- Excellent computer and data management skills, including proficiency with Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint);
- Bachelor's Degree required.

Occasional travel may be required (1-2 trips per year).

### **HOW TO APPLY**

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

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

All inquiries will be held in confidence.

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

### **EJAF VALUES**

**COURAGE:** Courageous in our action. 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.

**The Elton John AIDS Foundation provides a competitive benefits package, including health insurance, dental and vision coverage.**