

**Title:** **Development Assistant**  
**Reports to:** Senior Manager, Development Operations  
**Location:** New York, NY  
**Status:** Non-Exempt

The Women's Sports Foundation seeks a Development Assistant to provide support to the Development Team in the areas of donor engagement and stewardship, donor information management, special events, gift processing and donor acknowledgements. He/she/they will work closely with the Chief Development Officer and Senior Manager, Development Operations and will interact with members of the Marketing, Communications and Finance teams.

### **ESSENTIAL ROLES AND RESPONSIBILITIES:**

#### **Donor Cultivation, Engagement and Stewardship**

Assists with donor-related stewardship activities

- Working with Leadership staff assigned portfolio donors to determine cultivation/stewardship plan.
- Tracks donations from individuals
- Conceptualizes and coordinates donor events, including Conversations with Champions and consisting of:
  - Drafting the invitation
  - Working with Communications on invitation
  - Coordinating guest speakers
- Works with Communications to create stewardship videos that demonstrate impact of WSF's work.
- Develop stewardship strategies to convert new Annual Salute attendees into ongoing WSF donors
- Makes phone calls to donors to thank them for their gifts

#### **Donor information management and prospect research**

- Researches high net worth individuals on DonorSearch and via web and prepares briefings for CEO, CDO and Leadership staff w/donor portfolios.
- Monitoring board members via Google Alerts.

#### **Event planning and management**

- With the CDO: liaise with Gala Committee, oversee the sales process, prospect identification and donor recognition for the Annual Salute to Women in Sports awards, from pre-planning to post-event follow up
- Coordinate the development of sales materials, table/ticket benefits and event information packets; the production of fundraising collateral; the creation of sales spreadsheets, invite lists and seating charts; and the in-room fundraising technology (i.e. text-to-pledge)

- Assist in drafting sales communications for the WSF CEO, Board of Trustees and staff to promote consistent messaging and the fluid dissemination of materials
- Lead post-event follow-up: the collection of outstanding pledges, mailing of acknowledgement letters and thank you emails

#### Gift Processing and Donor Acknowledgement

- Data entry of daily receipts
- Assisting on donor acknowledgements
  - Review merged acknowledgements
  - Print letters and oversee appropriate signatures.
- Manage acknowledgements for donations made via social media (Facebook and Instagram particularly).

#### QUALIFICATIONS:

The ideal candidate will possess a combination of skills, experience and passion in the following areas:

- Bachelor's degree with 2 years of experience in fundraising and donor cultivation;
- Experience in a nonprofit setting; passion for sports is a plus;
- Creative development vision and entrepreneurial mind, including the ability to work both independently and collegially;
- Experience in event planning, ideally including large-scale fundraising events and small-scale donor engagement programs;
- Excellent writing, editing and proofreading skills;
- Strong communication skills and analytical skills
- Knowledge and experience with fundraising and CRM software and systems
- Competency with Adobe InDesign or other publishing platforms is a plus.
- Excellent attention to detail, active listening and organizational skills
- Ability to handle multiple tasks in a fast-paced, dynamic team environment and demonstrate a willingness to shift easily between various responsibilities

#### To apply:

Visit: <https://ideali.st/mXPuSr>

In 2015, the Women's Sports Foundation adopted the "Hucles Rule," a hiring guideline that states that an elite athlete must be interviewed for each WSF job opening.

The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.