



North Star Fund seeks Full-Time Development Associate

North Star Fund is a social justice fund that supports grassroots organizing led by communities of color building power in New York City and the Hudson Valley. We envision a world in which resources and power are equitably shared, and a future where everyone can thrive and live with dignity.

The crises that befell our nation in early 2020 moved North Star Fund to radically increase its grantmaking and fundraising in order to more fully support social justice movements.

We seek a full-time Development Associate to join the development team in achieving our ambitious goals now and in the future. Our ideal candidate is organized, shares our commitment to social justice and grassroots organizing, and has experience with database management and fundraising campaigns. They are an excellent communicator and project manager and can present fresh approaches towards fundraising operations, logistics and communications.

This position is full-time. The Development Associate reports to the Development Manager, works within the development team and regularly partners with the finance team. The Development Associate will work remotely until the anticipated re-opening of North Star Fund's office in March of 2021. After that date, the Development Associate is expected to work in the office a minimum of four days a week.

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northstarfund.org

Duties include:

Development Operations

- Prepare, process and make deposits of all donations and distribute weekly donations reports
- Enter donations into the donor database, ensuring accurate capture of donor information and gift designations
- Assist in donor onboarding by researching donors and prospective donors
- Assist in executing development mailings, including tax acknowledgements; process returned development mail and update donor information and details
- Maintain physical and digital institutional files and update operations manual with development manager
- Generate lists and reports as needed.

Events

- Assist in event planning, production and follow-up, including: generating lists, registration, managing RSVPs and ticket sales, run-of-show, logistics, signage, hospitality and clean-up.

Skills

- Experience with database management, fundraising campaigns and events
- Strong attention to detail and organizational skills; ability to handle multiple projects simultaneously; and strong problem-solving abilities
- Excellent communications skills in person, via phone and email
- People skills; experience working in a cross-class, multi-racial workplace with a social justice lens
- Tech savvy, able to learn new programs quickly; experience with Google Docs, Excel, Eventbrite, Zoom, Slack and Salesforce (preferred)
- Excellent time management and prioritization skills
- Proactive, takes initiative; a driver who executes on all tasks and is accountable for their success
- Strong commitment to anti-racism and social justice values
- Knowledge of grassroots community organizing in New York City and/or the Hudson Valley a plus, but not required.

Compensation

The salary is \$58,240, plus excellent benefits.

Physical Requirements

Typing and sitting at a desk; Must be able to process development-related mailings: stuffing personalized envelopes, handling mailing supplies, transporting mail to the post office, (ability to lift up to six pounds).

To Apply

Send resume and cover letter to search@northstarfund.org with “Development Associate” in the subject line. Please include two to three professional references.

No calls, please. Application close date: Open until filled, with the expectation that interviews will begin in early November.

North Star Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, veteran, elderly and differently-abled candidates to submit. We appreciate all submissions, but please be advised that our capacity allows us to only respond to those best qualified for the position.