

Development Assistant (Fundraising)

Company: The Washington Institute for Near East Policy

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The Washington Institute for Near East Policy is a nonpartisan think tank focused on advancing a balanced and realistic understanding of American interests in the Middle East. We are currently seeking a full-time Development Assistant to support our Western States Regional Director, based in the Los Angeles area. The development assistant will promote regional fundraising efforts and deepen the Institute's overall engagement on the West Coast.

Responsibilities:

Administrative Support

- Draft correspondences, prepare backgrounders on prospective and current trustees.
- Book travel and complete expense reports for Regional Director.
- Utilize fundraising database Raiser's Edge to maintain western regional database, including data entry, running reports and queries, tracking event attendance, maintaining records.
- Other administrative duties as needed.

Donor Relations and Research

- Identify and conduct research on prospective donors; perform outreach and follow-up.
- Support donor relations through direct and indirect means (phone calls, emails, mailings, etc.)
- Conduct foundation research, write foundation reports and grant proposals. Track multi-year gifts for renewals.
- Orchestrate and manage quarterly billing campaigns for donors and trustees in the Western Region; interact with various levels of Institute donors for payment collection.
- Work with National Development Department in DC to facilitate donor needs/requests, including close work with Development Operations Manager and other Development Assistants based both in DC and other regions.
- Assist with Board meeting preparation.
- Implement strategic media outreach and community networking.

Event Production and Logistics

- Work with Regional Director and outside staff to produce special events.
- Cultivate and manage regional young professionals programming.
- Coordinate and manage speaking engagements between Institute fellows and trustees in the western region, including preparing materials, booking scholar travel and hotels, maintaining RSVPs, and working with event locations regarding catering, registration and logistics.
- Utilize events platform CVENT to create invitations for events and assist in curating materials for a West Coast audience.

- Work with DC comms team to schedule/create event invitations, marketing materials, etc.

Requirements:

- BA/BS in development, communications, business or related field preferred
- Strong administrative support skills
- Self-motivated, adept at multi-tasking and prioritizing, ability to work independently
- Interest in the mission of The Institute and the Middle East region
- Strong attention to detail and follow-through
- Well-developed customer service orientation
- Ability to work effectively in teams and across organizational lines
- Experience using Microsoft Office suite
- Excellent written and verbal communication skills
- Strength at building and maintaining relationships
- Experience with Raiser's Edge, CVENT helpful, but not required
- Strong organizational skills and propensity for planning and logistics
- Creativity and enthusiasm for thinking outside the box
- Exceptional time management and flexibility
- Knowledge of think tanks and related local, national, and international organizations helpful, but not required

The Washington Institute offers its full-time employees a generous benefits package, including health, dental and vision insurance, life and disability insurance, generous paid time off, and a retirement savings program.

Please note that there is no foreign language requirement related to this position.

Learn more about us at www.washingtoninstitute.org.

To Apply: Please submit your resume, cover letter and salary requirements for consideration at this link only:

<https://thehrteam.applicantpro.com/jobs/796536-282165.html>

The Washington Institute is an equal opportunity employer.