



ASSISTANT DIRECTOR OF DEVELOPMENT

Full Time

Starting Pay: Depends on experience

JOB DESCRIPTION

Our agency is looking for a Development professional who possesses a wide range of fundraising and donor database, maintaining its integrity, and ensuring that all information is captured and kept current and accurate. The candidate will also provide support to various agency committees, volunteers, and staff as needed, particularly during fundraising activities and events. The candidate will assist with developing protocols to engage with existing donors and implement strategies to acquire new donors regularly and successfully.

MINIMUM REQUIREMENTS

The candidate will be self-motivated and organized, with the ability to produce quality work under tight deadlines with minimal supervision (initially working from home during COVID-19). Demonstrates strong interpersonal skills and writing that represents good message composition and accuracy. Be proficient in basic computer systems (e.g., Word, Excel, etc.). Have broad knowledge of and experience with leading-edge donor database management programs (e.g., Raiser's Edge, Bloomerang, Donor Perfect). Enthusiastically embrace the CADA Mission Statement and Culture.

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