Development Associate

Position Summary:
CRI is in search of a Development Associate who will hold an integral role for CRI by fulfilling strategic operational and administrative duties, with a focus on the management of CRI’s donor database, gift processing donor research, and stewardship. The development associate will work collaboratively with the entire organization and closely with the Director of Development.

Areas of Responsibility:

Database Management, Reporting, Gift Processing
- Develop and oversee policies and procedures that lead to the efficient use of CRI’s donor database, Raiser’s Edge.
- Readily and easily furnish donor and gift reports that provide timely, accurate, and actionable information.
- Manage all gift processing; including gift entry, acknowledgment, and reconciliation with the controller.
- Actively support the collection, input, and analysis of donor and prospect information to support fundraising and friend-raising activities.
- Work with a variety of gift channels: PayPal, Benevity, YourCause, etc.
- Manage and train project-based staff and consultants when needed to fulfill organizational needs. Assign projects, outcomes, and deadlines as appropriate.

Donor Engagement
- Coordinate and execute the stewardship process for individuals, corporate, and foundation donors in collaboration with development colleagues.
- Maintain an active and engaged role during development-related events.
- Interact with donors or prospects in a support role as needed or as requested.
- Assist with the engagement of channel partner members (e.g., Head of the Charles rowers and BAA runners)

Department Support
- Periodically work with the Executive Director to support board and development activities.
- Assist with the engagement of channel partner team members (e.g., Head of the Charles rowers and BAA runners)
- Research and record strategic donor information (e.g., employer, family connections, philanthropic interests, social media interactions) to improve donor qualification and cultivation.
- Provide planning and support for strategic internal meetings and donor meetings.
- Work with vendors to manage the needs of department operations.

Other duties as assigned
Requirements
● Prior rowing experience or background is not required
● Bachelor’s Degree
● 2+ years of Raiser’s Edge experience, with a focus on back end operations required
● Experience working with 3rd party development-related platforms. For example: GoFundMe, ThankView, Custom Donation, OneCause.
● Entrepreneurial mindset and positive attitude
● Strong verbal and written communication skills.
● Ability to work independently and as part of a team in a fast-paced and sometimes demanding environment.
● Ability to navigate uneven surfaces to safely move between water vessels and docks
● Ability to periodically work nights and weekends
● Strong preference for individuals who have worked in small development shops and/or educational institutions.

Benefits:
● Competitive salary
● Generous Health and Medical Benefits
● Flexible work schedule (CRI is Currently Remote)
● 401k match
● Paid time off and sick time
● Paid cell phone

How to Apply: Qualified applicants should forward a resume, cover letter. Please email to careers@communityrowing.org. Please place “Development Associate” in the subject line.

Additional Information About CRI
CRI is dedicated to the belief that the sport of rowing provides a powerful tool to promote personal and community growth. CRI delivers after-school programs to public school youth as well as providing and promoting health and fitness opportunities to community members of all physical and cognitive abilities and ages in the Greater Boston area. Community Rowing Inc. was founded by U.S. Olympic and National Team rowers with the goal of growing and diversifying the rowing community and securing public access for the sport on the Charles River. Today CRI is the largest and most active community rowing organization in the United States.

CRI provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. CRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Additionally, Community Rowing Inc. expressly prohibits any form of workplace
harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.