

**Position Title: Development and Data Associate, Full Time Position**

FLSA Status: Exempt

Reports To: Development Manager

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**Mission:** *SAY Sí ignites the creative power of young people as forces of positive change. We value artists, empower marginalized communities and advance culture. SAY Sí defines marginalized communities as people of color, women, LGBT+, and the economically disadvantaged. Learn more at <http://www.saysi.org/>*

**Position Summary:** Under the direction of the Development Manager, the Development and Data Associate provides strategic and administrative support for all aspects of the Development department, working on the execution of annual fundraising campaigns as well as the administration of the organization's donor database and a suite of products. They will work collaboratively and cross-departmentally to ensure that executive leadership and Board members have the tools to be successful in their fundraising roles.

**Essential Duties and Responsibilities:** Fundraising Management, Analysis, and Reporting; Manages and executes the fundraising plan for the organization's annual giving campaigns; supports yearly fundraising events; conducts research on prospects (individuals and foundations) for the annual campaign and capital campaign; prepares memos, briefs, and analysis on prospect research and makes recommendations on next steps; researches foundations and support grant process; tracks institutional grant proposal and reporting deadlines; provides bi-weekly development reports on fundraising campaigns; supports donor cultivation and stewardship; and, supports all aspects of other fundraising appeals, as required.

**Database Management:** Manages, administers, and updates a Salesforce suite of products; supports protocols and guidelines for data entry; provides support and training to staff on the database and related systems; build queries, reports, and dashboard for executive leadership, development, events team, etc.; builds and maintain online forms including but not limited to donations, monthly giving, volunteers, and more; administers membership portal and provides customer support to members; imports and exports information to/from the Salesforce in relation with other systems; supports administrative staff with merchant service to process credit cards, issue refunds, and update credit cards.

**Competencies and Qualifications:** Strong organizational skills and attention to detail; proficiency and previous experience with Salesforce or other donor-related databases; facility and comfort with technology and enthusiasm for learning new functions and products; excellent interpersonal skills and ability to work collegially with a team; excellent written and oral communication skills; comfortable working in a fast-paced environment, including multi-tasking and meeting required deadlines; ability to work occasional weekends and evenings; positive attitude, strong work ethic and highly responsible with confidential data.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Team members will follow any other instructions and perform any other related tasks as assigned or needed.

Bachelor's degree from four-year college or university; or one to two years related experience and training; or equivalent combination of education and experience.

Salary: \$34,000 - \$36,000 per year, benefits include Medical and 401K  
Annual Organizational Budget: \$1.1M

Qualified candidates must submit a resume, three references and cover letter to Nicole Amri, Program Director at [Nicole@saysi.org](mailto:Nicole@saysi.org)

Submissions will be accepted until the position is filled. No phone calls, please.