Job Title: Development Associate
Organization: Education for all Children (EFAC)
Location: Portsmouth, NH
Job Type: Half-time (20 hours/week)

About Education For All Children (EFAC):
EFAC is an 8-year education-to-employment program serving Kenyan youth who demonstrate strong academic merit and leadership potential and who would otherwise be unable to continue attending school beyond 8th grade due to economic circumstances. EFAC supports students in their academic, social and pre-professional development throughout high school, college and into their careers. Our in-depth investment is long-lasting as the ultimate goal is the empowerment of EFAC Scholars to gain employment after post-secondary graduation, creating a path out of poverty that transforms their own lives and positively impacts their families, communities and country.

Job Summary:
EFAC is seeking a dedicated and motivated Development Associate to join our team. The Development Associate, based in our Portsmouth NH office, will play a crucial role in supporting our organization's fundraising efforts, ensuring the availability of resources needed to further our mission. This position will primarily focus on using Salesforce for fundraising activities, coordinating fundraising campaigns, and providing administrative support to the Executive Director and the Portsmouth office. The ideal candidate should possess excellent communication skills, strong organizational abilities, and a passion for EFAC's mission, education and social impact. The opportunity to work remotely part time is available. There is also the opportunity for growth with the possibility of going full-time in the future.

Responsibilities:
- Utilize Salesforce to manage donor database, document donor engagement, track fundraising activities, generate reports for analysis and decision-making, and maintain data integrity.
- In partnership with the Communications Director, coordinate and execute fundraising campaigns, including direct mail, online campaigns, special events, and corporate partnerships.
- Research prospective funding opportunities, including grants and sponsorships, and support grant writing activities.
● Collaborate with the Accounts Manager to ensure donations are received, processed and acknowledged in a timely manner.
● Assist in the planning and execution of fundraising events, including logistics, marketing, and donor recognition.
● Support the Executive Director in the development and execution of fundraising plans.
● Support the Executive Director in managing relationships with key stakeholders, including board members, donors, and foundations.
● Stay updated on trends and best practices in fundraising, philanthropy, and donor engagement.

Qualifications:
● Bachelor’s degree in a relevant field, such as Nonprofit Management, Business Administration, or Communications.
● At least 2 years experience in nonprofit development.
● Proficiency in using Salesforce or similar CRM systems for donor management and fundraising purposes.
● Strong written and verbal communication skills, including experience communicating with donors and foundations.
● Excellent organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
● Ability to work independently and collaboratively as part of a team, taking initiative and demonstrating a proactive approach.
● Strong interpersonal skills and the ability to build relationships with donors and other stakeholders.
● Flexibility to work evenings and weekends occasionally, as required for events or other fundraising activities.

Submit cover letter and resume to jobs@efac.org.