**Job Title:** Development Associate  
**Reports To:** Development Manager

Founded 40 years ago as the New York Asian Women’s Center and renamed in 2017, Womankind works tirelessly to create a future where we Rise Above Violence and our communities can innovate towards collective well-being, restoration, and social justice. Womankind uses the multidimensionality of its Asian heritage to work alongside survivors of gender-based violence as they build a path to healing.

All services are rooted in Womankind’s philosophy of supporting survivors’ rights to self-determination and self-sufficiency in building their futures (i.e., their own agency). Womankind is one of the largest Asian-focused domestic violence organizations in the United States and is a leader in providing innovative and award-winning multilingual and culturally responsive services. Womankind offers a wide variety of services in 18+ Asian languages and dialects, including: a toll-free 24/7 multilingual helpline, safe and confidential emergency residences (shelters), counseling, family law and immigration legal assistance, wellness activities, creative arts therapy, support groups, and economic empowerment workshops.

Womankind is seeking a full-time Development Associate to join our Development Team, currently comprised of a Chief Development Officer (CDO), an Institutional Grants Manager, a Communications Manager, Development Manager, and a to-be-hired, part-time Events Associate. The Development team is tasked with raising funds to support the entirety of Womankind’s programs, operations, and infrastructure; increase visibility for Womankind as a leader in the gender-based violence field; and develop external partnerships that support resource building for long-term sustainability. This position requires 40 hours per week in-person and partial remote work as of current.

**Essential Functions**

The Development Associate will be responsible for development operations and supporting the Dept as needed. They will work closely with the Development Manager to implement Womankind’s fundraising plans and activities.

**Development Operations**

- Administration of Womankind’s fundraising database; includes the implementation of processes and systems for accurate tracking of fundraising efforts.
- Maintain accurate data on donors and potential funders, managing the gift processing process (including tax donation acknowledgment).
- Ensure timely reporting and creation of internal and external donation, membership, fundraising reports throughout the year.
- Create and manage mailings and donor lists for fundraising campaigns and events as well as external communications.
Support the design and implementation of new development opportunities by working with the Development and Senior Leadership team to develop donor cultivation and stewardship plans.

Manage specific external vendors, consultants, and partnerships related to fundraising database, campaigns, and events.

Help streamline inter-department donation tracking systems with Finance department by actively participating in year-long gift reconciliation i.e., annual audits, reports.

Support the Development Manager and Fundraising team as needed.

Institutional Grant and Individual Fundraising Support

Assist in prospect research and records management for various streams of funding, from public to private sources, including corporate giving in its many forms

Champions Membership Program

Provide support for annual and ongoing implementation of Womankind's Champions membership initiative. This includes: membership record-keeping, membership communications, event planning, annual Champions campaign planning and implementation

Social Media and Communications

Support the Communications Manager and Development Manager on social media management, and as needed – including helping with posting, tracking, and engagement efforts.

Qualifications

Bachelor’s Degree or comparable experience and at least 2-3 years of professional experience.
Experience implementing development processes in an ever-changing and fast-paced environment.
Strong project management and organizational skills.
Demonstrated experience with grant/prospect research, writing, and reporting.
Commitment to accountability and data-driven decision making.
Excellent organizational, project management, and time management skills.
Strong attention to detail and accuracy.
Ability to work with a diverse team.
Proficiency in Microsoft and Google Suite, and ability to learn fundraising databases like Network for Good, GiveSmart, etc.
Knowledge of Asian / Asian American community issues and or women’s issues.
Basic understanding of the dynamics of gender, race, class, and sexuality.
Flexibility, collaborative nature, and good humor.
Available for evenings, on occasion.

Compensation Package

Womankind offers a competitive and outstanding compensation package.
• Annual salary range for this position is between $52,000 and $55,000, based on the candidate’s experience, skill set, education, and other criteria.
• Top benefits include health/dental/vision insurance, generous paid time off, 403(b) retirement plan, and much more.

How to Apply

Email resume and cover letter to: careers@iamwk.org. Please include your name and “Development Associate” in the subject line. No calls, please.

Womankind is an Equal Opportunity Employer.