



**DEVELOPMENT ASSISTANT
Position Description**

Title: **Development Assistant**

Location: **Hybrid, office located at 67 East St, Pittsfield, MA 01201**

Reports to: **Development Director**

Position Type: **Part-time, non-exempt**

Pay Rate: **\$21-\$23 per hour**

Benefits: **Paid time off; 401(k) plan**

Application Deadline: **Rolling, we expect to begin the interview process in early January**

Organization:

The mission of the Berkshire Immigrant Center is to advocate for the rights of all immigrants by helping them navigate the complex U.S. immigration system with affordable legal services, local resources, and education. Berkshire Immigrant Center provides its clients with tools to help them overcome financial and cultural barriers, with the goals of strengthening civic engagement and creating equal opportunity for all.

BIC assists more than 800 individuals annually from more than 60 countries in several languages, and is the only nonprofit with accredited representatives authorized to practice immigration law in the county. BIC was founded in 1997 and in October 2021 became an independent 501(c)(3) organization.

Job Description:

We are looking for a part-time development assistant to provide administrative, customer service, and data entry support to the Development team.

This is a hybrid, hourly position at 15 hours per week with potential for more hours in the future. May be required to work weekends for special events.

Essential Duties & Responsibilities:

- Process donations (checks, credit cards, cash, etc.) in a timely and accurate manner
- Assist with donor acknowledgment processing including calls, emails, and formal donation thank you letters
- Enter donor contact logs and generate fundraising reports
- Research prospective new grant opportunities and help prepare materials for upcoming grant proposals
- Assist with event planning for the annual Gala and other fundraising events
- Assist with annual appeal and additional campaigns as needed
- Develop social media, website, and bulletin content development as needed

Qualifications:

- Associate or Bachelor's degree preferred, or equivalent combination of education, training, and work experience
- Fundraising/development background preferred

- Ability to multitask, organize, and prioritize
- Strong attention to detail and accurate data entry skills
- Proficiency with Microsoft Office and Google Suite, database software a plus
- Effective written and oral communication skills
- Ability to work independently and as part of a team
- Ability to manage confidential information with impeccable discretion
- Demonstrated enthusiasm and commitment to cultural competency
- Ability to sit at a desk and work on a computer for prolonged periods of time

Not sure you meet 100% of the qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria, but women tend to apply only if they meet 100% of them. Yet, people who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you could excel in this role.

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

To Apply:

Interested candidates should submit their resume to director@berkshireic.org with "Development Assistant Application" in the subject line. In lieu of a cover letter, please also submit answers to the following questions:

1. What excites you most about this role and about serving the Berkshire immigrant community?
2. Tell us about any experience you have working with donors or the general public.
3. What do you think are the most important qualities for a fundraiser, and how do you exemplify those qualities?

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The Berkshire Immigrant Center is an equal opportunity affirmative action employer with a long-standing commitment to celebrating diversity. BIC is committed to creating an inclusive environment for all.