

Title: Development Associate / Assistant (DA)
Reports to: Director of Development (DoD)
Location: Concord or Boston, MA
Status: Full Time
Start Date: November 12, or sooner



Organizational Mission & Background

PIVOT's mission is to combine accessible and comprehensive health care services with rigorous scientific research to save lives and break cycles of poverty and disease. As one of the ten poorest countries in the world with among the most under-resourced health systems, Madagascar suffers from an unjust burden of disease. PIVOT works in direct collaboration with the Madagascar Ministry of Health to enhance health care delivery at the community, health center and hospital levels. In addition to providing direct health care services, PIVOT engages in poverty alleviation initiatives, conducts monitoring and evaluation of health systems strengthening (HSS) activities, and supports research. The HSS efforts led by PIVOT aim to directly relieve unnecessary suffering and death among the population of Ifanadiana District and to serve as a model for national scale-up.

Position Overview

As a member of a small, U.S.-based headquarters team located in the greater Boston area, the DA works directly with the DoD and closely with other members of the staff to support development's day-to-day operations and strengthen systems as the organization continues to grow. The areas of responsibility for this position will include managing development operations including the donor database, conducting prospect research, grants management, coordinating annual giving appeals, supporting stewardship efforts, organizing events, and providing general administrative support for the DoD. This position will offer the right candidate a diverse and exciting development role in a young global health organization.

Specific Responsibilities

Development Operations (25%):

- Manage the DonorPerfect database including timely and accurate entry of gifts and other data, data maintenance, report generation, and data integration with various applications.
- Code and manage prospect tracking system, and coordinate foundation grant management system.
- Maintain and execute departmental standard operating procedures.
- Support stewardship of donors including producing acknowledgments and gift reports.
- Work closely with Operations Associate on check deposits and monthly income reconciliation across the development (DonorPerfect) and administration departments' records (QuickBooks).
- Work closely with Operations Associate on tracking state charity registrations.

- Administer the development department's budget (approximately \$100K annually).
- Manage the development department's master calendar.

Event Management (25%):

- Support DoD in conceptualization of donor events ranging from small private dinners to large public fundraisers.
- Work closely with the Manager of Communications on event materials, marketing and promotion.
- Manage invitation process, from printing and mailing with vendors to tracking RSVPs.
- Help support DoD's management of volunteer host committees.
- Coordinate logistics including venue, catering, entertainment, and post-event communications and reporting.

Prospect Research (25%):

- Conduct research and prepare profiles on individual major gift prospects and foundation prospects.
- Utilize DonorPerfect's electronic screening module to inform prospect research and generate reports.

Annual Giving (15%):

- Work closely with the Manager of Communications on content and design for annual giving appeals including direct mail and online appeals as well as including crowdfunding campaigns and social media tie-ins.
- Coordinate printing and mailing processes with vendors.
- Track and report on results by appeal and audience segments.

General Administrative Support (10%):

- Provide general administrative support for the department and the DoD.
- Schedule meetings and take minutes.
- Stock office supplies, sort incoming mail, and organize and manage a filing system.
- Work with travel agent to coordinate donor/prospect trips to Madagascar and provide high-quality customer service to travelers.
- Manage DoD travel arrangements and expense reimbursement.
- Support specific projects as assigned by the DoD.

Travel

At the 3-6 month mark, the DA will have the opportunity to take a 2-3 week visit to Madagascar to better understand the work on the ground and to build relationships with their Madagascar-based colleagues. Depending on refinement of the DA job description based on lead candidate skill set and interest, more travel may be considered for this position over time.

Note - in addition to Madagascar and the greater Boston area, PIVOT has interests in the following areas, which may necessitate the DA to occasionally travel domestically:

- New York City and Long Island, NY - locations of annual board meeting + science expo.
- Lexington, KY - where the Executive Director is based.
- Seattle, WA - where the Scientific Director is based.
- San Francisco, CA; Atlanta, GA; Washington, DC - locations of other board members, which will influence donor base development over time.

Qualifications

- Bachelor's degree required.
- At least 1-2 years of professional experience (Assistant) or 2-3 years of relevant professional experience (Associate).
- Proficiency in French, spoken and written, strongly preferred.
- Ability to work in Concord in shared office space with DoD, strongly preferred.
- Proficiency with Google suite, MS Office suite, DonorPerfect or a similar donor database.
- Familiarity with Slack and Asana.
- Energetic, hard-working, problem-solver.
- Excellent administrative, communication and relationship-building skills.
- Ability to work well independently and as part of a team.
- Sense of humor and flexibility are essential.
- Passion for PIVOT's mission and the idea of serving the rural poor of Madagascar.

To Apply

Please submit your CV and cover letter to jobs@pivotworks.org no later than October 5, 2018.

Please refer to the job title in the subject line of your email. For more information on PIVOT, please visit our website at www.pivotworks.org.